



Court Security and Emergency Preparedness Policy and Procedure Manual for the Arkansas Judicial Branch

Best Practice Guidelines

Prepared by the Arkansas Supreme Court Committee on Security and
Emergency Preparedness for the Office of Court Security and Emergency
Preparedness within the Arkansas Administrative Office of the Courts

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<http://courts.arkansas.gov/security>

Appendix A: *In Re: Adoption of Recommendations from the Arkansas Task Force on Court Security* (February 1, 2007)

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INTRODUCTION

The Arkansas Supreme Court has recognized the need to develop comprehensive policies on court security and emergency preparedness for all state court facilities in order to insure that all persons who work in or are present in a court facility are able to conduct their business in a safe and secure environment. In 2007, the Court created the Arkansas Supreme Court Committee on Security and Emergency Preparedness to recommend and evaluate uniform state policies on court security and emergency preparedness and to assist local courts in drafting and implementing local court security and emergency preparedness plans.

The information and guidelines provided in this manual are a synthesis of the best thinking and experience in the areas of court security and emergency preparedness and were developed with reference to the following:

- laws, guidelines, rules, and procedures adopted by the Arkansas Supreme Court and the Arkansas General Assembly;
- guidelines of the United States Marshals Service applicable to federal courts;
- court security guidelines developed by the National Sheriffs' Association;
- emergency preparedness policies and practices adopted in locales that have recent experience in continuity of operations after natural disasters, notably Kansas, Florida, and Harris County, Texas; and
- recommendations from the National Center for State Courts.

The manual is organized in five parts. Part One is dedicated to the creation of leadership, management, and communication networks that are at the heart of effective security and emergency preparedness programs. Part Two contains general policies and procedures for court security at the local court level. Part Three contains guidelines for emergency preparedness. Part Four addresses continuity of operations plans and also contains information about pandemic planning. Part Five deals with the myriad issues involved in protecting and securing court records and information technology systems in the event of an emergency. In the appendices, the specific policies and laws adopted by the Supreme Court and General Assembly have been included, as well as sample plans, reports and forms which will hopefully be helpful to local courts.

PART 1

Leadership and Administration

PART 1 LEADERSHIP AND ADMINISTRATION

I. Goals and Objectives

A. The Arkansas Supreme Court is committed to the goals of protecting the health and safety of judicial branch personnel and the public who use court facilities and to keeping the courts open and operational at all times to ensure justice for the people.

1. The Arkansas Supreme Court is committed to being actively engaged in court security and emergency preparedness efforts and stressing to judges, court employees, non-judicial employees, and the public the critical importance of these efforts.
2. The Arkansas Supreme Court is committed to making court security and emergency preparedness planning a requirement at all levels within the state judicial branch.
3. All judges, court personnel, and local government officials should be actively engaged in court security and emergency preparedness efforts in their jurisdictions and should make emergency preparedness a priority.

B. The Arkansas Supreme Court is committed to working with the Arkansas General Assembly, the governor, and state and local agencies to achieve the goals of safety and continuous operations throughout Arkansas' judicial branch.

The Arkansas Supreme Court recognizes and agrees that the issues of court security and emergency preparedness extend beyond the responsibility of the Supreme Court and judicial branch. A successful and comprehensive response will require collaboration with and participation by all three branches of the state government and cooperation between state and local governments.

C. Safety and operational stability for courts is achieved through effective leadership and collaboration. The Arkansas Supreme Court is committed to common-sense management to achieve safety and operational stability for courts by integrating court security and emergency preparedness into the existing local emergency management process when possible.

II. Leadership and General Designations of Responsibility

A. State Leadership Structure

1. The Arkansas Supreme Court Committee on Security and Emergency Preparedness (the "State Committee") was established by the Arkansas Supreme Court to recommend and evaluate uniform state policies on court security and emergency preparedness and to assist local courts in drafting and implementing local court security and emergency preparedness plans. The State Committee consists of 17 voting members. The Arkansas Supreme Court shall appoint 15 members of the committee and the Speaker of the Arkansas House of Representatives and the President Pro Tempore of the Arkansas Senate shall each be entitled to appoint one member of their respective chambers to serve as members of the Committee. All subsequent appointments of voting members shall be for a term of three years. A voting member may be appointed to serve no more than two successive three-year terms. Should any vacancy in the term of a voting member occur, the appropriate appointing authority shall appoint a successor voting member who shall serve the remainder of the term. Any member whose term expires shall continue to serve until his or her successor is appointed.

2. The position of Director of Court Security and Emergency Preparedness for the judicial branch of government (the "Director") was established within the Arkansas Administrative Office of the Courts by the Arkansas Court Security Act (Act 576 of 2007). The Director reports to the Chief Justice of the Arkansas Supreme Court and the Director of the Administrative Office of the Courts. The duties of the Director include:

a. Assisting agencies of the state and local governments with the development and adoption of local security and emergency preparedness plans for circuit and district courts;

b. Assisting in the development and provision of training and education about court security and emergency preparedness for judges, court employees, and court security officers;

c. Conducting periodic assessments of state and local security and emergency preparedness plans for courts and noting deficiencies and areas of improvement;

d. Serving as the point of contact on state court security and emergency preparedness issues for the judicial branch of government and acting as the representative of the Chief Justice of the Supreme Court to executive and legislative branch officials involved with the issues of court security and emergency preparedness;

- e. Serving as an information officer for purposes of educating the public about court security and emergency preparedness and communicating with the press and public during an emergency;
- f. Ensuring that Facility Assessments, Court Security Plans, Emergency Response Plans and Continuity of Operations Plans are developed for the Arkansas appellate courts.

B. Local Leadership Structure

1. A Local Court Security and Emergency Preparedness Committee shall be established in each county (the "Local Committee"). The Local Committee shall be co-chaired by a circuit judge, appointed by the administrative judge, and the county judge. The membership may include a district court judge, city and county executive officers, law enforcement officers, local emergency preparedness officials, and a representative the public.
2. Court Security and Emergency Manager (CSEM). The CSEM shall be an ex-officio member of the Local Committee and shall serve as a liaison with local emergency preparedness officials in the event of an emergency.
3. The Local Committee shall adopt a Local Court Security and Emergency Preparedness Plan (the "Local CSEPP") for every facility in the county in which court proceedings are held or in which court employees are located. In order to put proper security measures in place, threats, risks, and resources must be identified. Once threats are identified, plans or procedures should be developed to mitigate those threats. Counties must work within the constraints facing their individual situations to arrive at solutions that meet their unique needs. The Local CSEPP shall include the following elements:
 - a. Facility Assessment. The Local Committee should identify primary risks to court operations and to people who work in or visit court buildings, including prisoners. An assessment shall be made of each building in the county in which (1) circuit or district court proceedings are held or in which (2) circuit or district court employees are located.
 - b. Court Security Plan. A Court Security Plan that outlines the policies and procedures to be followed in order to prevent and respond to court security incidents.
 - c. Emergency Response Plan. An Emergency Response Plan that outlines the policies and procedures to be followed in order to prevent and respond to critical incidents (fire, severe weather, major medical emergencies, etc.).

d. Continuity of Operations Plan (COOP). A Continuity of Operations Plan that outlines the policies and procedures to be followed to ensure continuous performance of essential court functions, either in the court facility or at an alternate site, in the event of an emergency.

4. All Assessments, plans and reports prepared in compliance with this policy and procedure manual shall be designated and clearly marked as Confidential, For Official Use Only, Law Enforcement Sensitive, Not Subject to Public Disclosure. All Assessments and Plans prepared in compliance with this policy shall be submitted to the Director of Court Security and Emergency Preparedness.

C. Funding

1. Cities and counties shall be responsible generally for the funding of providing and improving security and emergency preparedness in circuit and district courts. The state shall be responsible for funding security and emergency preparedness for the Supreme Court and Court of Appeals and for the operations and activities of the State Committee.

2. In 2007, the General Assembly provided grant funds to the Administrative Office of the Courts to assist Local Committees with the preparation and implementation of local assessments and local security and emergency preparedness plans. Grant funds are available to assist with the development and implementation of Local CSEPPs. The State Committee will oversee the grants.

a. *Purpose of Grants*. Grant funds are to be used for the purpose of completing and implementing the following:

1. A list of names and contact information of the members of the Local Committee;

2. A complete list of every city and/or county building within the county in which circuit or district court proceedings are held or circuit or district court employees are located;

3. A completed Court Facility Assessment for each of the buildings listed in (b) above;

4. A completed Court Security Plan for each of the buildings listed in (b) above;

5. A completed Emergency Response Plan for each of the buildings listed in (b) above; and

6. A completed Continuity of Operations Plan for each of the buildings listed in (b) above.

b. *Authorized expenditures.* Authorized purposes for the expenditure of grant funds include the following:

1. *Development and distribution of the CSEPP.* For example, eligible expenses include but are not limited to the payment to employees or contractors for the completion of assessments of local buildings or the drafting of the local plan. The costs associated with the creation (typing costs) and distribution (copying and postage) of the local plans are also eligible expenditures.

2. *Implementation of the Local CSEPP.* The central purpose of the grant program is to improve the capacity of circuit and district courts in the area of security and emergency preparedness. To that end the facility assessments should help the committee to identify items/areas of concern and in need of improvement. The creation of the security plan, emergency response plan, and COOP plan will help to highlight policies and procedures which the court will not be able to implement absent some required changes, such as the purchase and/or installation of equipment, the modification of a room or building, the use of employees or contract personnel for new or additional tasks, or related costs. All such costs which are incurred for the purpose of improving deficiencies noted through the process of assessment and policy implementation are authorized uses of grant funds.

3. *Local Committee expenses.* Grant funds may be used to support the meetings of the Local Committee. Eligible expenditures include but are not limited to the expenses of calling and notifying the members of the meeting (copy and postage costs) and all actual meeting expenses such as production and/or copying of materials and the costs of food or beverages.

c. *Administration of grants.* Payment of the grant funds will be made in a lump sum by the Administrative Office of the Courts to the county as soon as the county is certified as eligible to receive funding. Decisions to utilize grant funds should be approved by the Local Committee. Funds may be used to pay for costs directly or to reimburse the city or county for authorized costs which were otherwise incurred. A final report on the use of the grant funds must be provided to the Administrative Office of the Courts on a form to be provided by the Administrative Office of the Courts.

PART 2

Court Security Guidelines

PART 2

COURT SECURITY GUIDELINES

The Arkansas Supreme Court, by a *per curiam* order in 2007, adopted seven guidelines for court facility security in the following subject areas: court facility design, access control, after-hours security, firearms policy, incident reporting, communication, and security personnel and training.

The Local CSEPP should be consistent with the following guidelines.

I. Court Facility Design

A. *Supreme Court's guidelines.*

1. The design of court facilities and offices should be made with security in mind.
2. Buildings should be designed to protect against attack, limit access to sensitive areas, and avoid inappropriate interaction between the participants in the judicial process.
3. Waiting areas and traffic flow should be designed to allow for the separation of judges, court personnel, and other parties such as jurors, witnesses, and prisoners.
4. To enhance the safety of court facilities, all courtrooms and hearing rooms should be equipped with a duress alarm.
5. Phones should have a caller identification system installed, and when practicable, video surveillance of court facility parking areas and other strategic areas is recommended.
6. Access to environmental and communication controls should be secured and limited to authorized personnel.

B. *Additional recommendations for Building Exterior Security.* The following measures related to securing the exterior of court facilities should be considered within the constraints of budget and other considerations:

1. Establish secure, controlled parking for judges and other building employees without specific, visible identification as such.
 - a. Electronically controlled vehicle entry points are recommended.
 - b. Signs stating "Judges Only," "Judge (last name)," or "Court Employees Only," etc. are not appropriate.

2. Install automatically activated lighting around the building exterior and parking area and have an emergency power backup.
3. Install closed circuit television (CCTV) cameras with recording capabilities on the outside of buildings. The CCTVs should have internal monitoring capability of entrances, external public gathering points, parking lots, and vendor delivery points (e.g., loading or delivery docks).
4. Build or install secure, controlled, and contained prisoner/detainee building entry/exit points, including vehicle sally ports; entry/exit controlled prisoner/detainee holding area doors (traps); CCTV monitoring; and transport communications interface with holding area officials. Encourage using technology to reduce the number and extent of prisoner/detainee first appearances and transportation.
5. Install building anti-vehicle penetration obstacles around perimeter of courthouses, especially at main entrance.
6. Request security presence in parking lots when judges and court employees arrive and leave work, especially after hours and during hours of darkness.
7. Eliminate or reconfigure landscaping that may provide cover or other benefit to persons seeking unauthorized access to the building or grounds.
8. Lock or secure external fuel ports used to supply fuel for furnaces, water heaters, backup generators, etc.
9. All court facilities should have a backup power supply sufficient to backup information systems and to safely power down critical computer servers and other storage devices.

C. Additional recommendations for Building Interior Security. The following measures related to securing the interior of court facilities should be considered within the constraints of budget and other considerations:

1. Secure all office entry points after hours especially courtrooms, judicial areas, records areas, and other sensitive areas.
2. Install a building public address system, which is usually done through a fire alarm system that can be manually operated.
3. Establish a staffed building security operations center to separately monitor and respond/react to CCTV or alarm systems.
 - a. Best practice is to have one center, away from the public entrance. The location should be convenient with the ability to monitor all CCTV camera images and prisoner/holding areas.

b. Entrance security screening officers should have capability to separately monitor CCTV camera images of building entrance points and internal public gathering points including the entrance to elevators, stairs, and stairwells. CCTV monitors should also be able to view mailrooms and all locations where financial transactions are conducted.

4. Secure the courtroom entry and exit points. Electronic access systems are recommended when the courtroom is occupied or in session.

5. Install automated external defibrillators at key locations in court buildings, including prisoner/detainee holding areas. All building security personnel and key staff members should be certified to use the defibrillators.

6. Lock front and back of courtrooms when not in use, especially during lunch hours. Maintain a security presence in occupied courtrooms during short recess periods.

7. Establish separate, controlled, and secure prisoner/detainee movement routes from and to holding areas and courtrooms.

8. Establish secure judicial and court staff circulation routes to courtrooms.

9. Provide a secure space for victims and witnesses.

10. Post maps in public areas, including evacuation maps and building guides, that do not identify locations of judges chambers, records storage locations and other sensitive areas where the public should not have unrestricted access.

D. *Recommendations for the Movement of Prisoners.* The following measures related to moving prisoners and detainees should be considered within the constraints of budget and other considerations.

1. Prisoners and detainees present the most security risks in court buildings. Therefore it is important for judges and other court personnel to be familiar with the rules that govern their movements to, from, and within courthouses.

2. Judges and other key court leaders should offer input into prisoner handling and the policies governing them. Regularly scheduled coordination meetings with sheriff and his/her personnel should be scheduled for the purpose of, but not limited to, reviewing court dockets to prepare for high risk or high profile cases.

3. Judges and other key court leaders should insist that prisoner release actions be conducted at initial prisoner entry/exit point, and not in courtrooms.
4. Judges, key court leaders, courtroom personnel, and security officers should conduct mock drills of responses to worse case scenarios, e.g., attempted prisoner escapes, assaults; unruly courtroom behavior; use of weapons in threatening way, etc.

II. Access Control

A. *Supreme Court's guidelines.*

1. Without exception and regardless of the purpose or hour, all individuals entering a courtroom should be subject to a screening process.
2. All entrances to the courtroom should be examined prior to each use and secured after each use.
3. When possible, entrances should be limited to one main entrance and exit.
4. Personnel and screening equipment should be placed at the main entrance.
5. For those entrances without screening, proper locking mechanisms and alarms should be maintained.
6. Proper signage should be posted in highly visible traffic areas to notify individuals that both their persons and their belongings will be screened and/or searched.
7. Other ways to control access to the court should be explored and incorporated such as locking mechanisms on all entrances, the use of employee identification, restricting access to offices, and maintaining a policy of restricting weapons in the court facility.

B. *Additional recommendations for Building Access Controls.* The following measures related to securing access to court facilities should be considered within the constraints of budget and other considerations.

1. Alarm street-level windows and external non-entry doors. These windows and doors should be monitored with responder mechanisms, devices, or policies.
2. Install security-screening stations consisting of walk-through and hand-held metal detectors, X-ray machine, and CCTV monitoring capability at each public entrance for all entrances and public corridors.

- a. Two security officers are recommended as minimum security station staffing — one officer patrols building administrative areas during non-peak public entry periods. A minimum of one security officer should attend court at the request of the judge if no other security is available.
 - b. Determine items desired to be detected by magnetometers and establish magnetometers settings accordingly. Only designated supervisors should be authorized to establish and change settings.
 - c. Test magnetometers routinely using actual items for which detection is required. Conduct unannounced tests using persons not readily identifiable to operators.
3. Establish written screening policies in cooperation with law enforcement and the county judge.
- a. Vest arrest power with all court security officers.
 - b. All persons, including judges and employees, entering court buildings should be screened. Separate or private judicial entry points may be used if they are provided with metal detectors to screen persons and belongings.
 - c. Notify screening officers of building employee termination actions to ensure those terminated receive screening emphasis if and when subsequently entering building.
 - d. Establish a central court building delivery point and mail center for mail and packages.
 - e. Screen mail and packages with an X-ray machine at delivery point and physically examine business mail for suspicious markings, e.g., unusual postage stamp array and number, soiled envelopes, or suspicious addresses.
 - f. Develop protocols to notify local law enforcement entities when suspicious packages or mail is noted and do not move or otherwise touch items identified as suspicious.
4. Maintain statistical data on items temporarily or permanently detained at security screening stations.
5. Establish separate, secure, controlled judicial building entry points. These points may also be used for other building employees.
6. Conduct background/criminal record checks on all building and contract employees; or, at minimum, all new hires. Employees and contract

personnel are also subject to annual rechecks and “as needed” criminal history record checks. Guidelines should include a policy for disqualifying a person being hired, e.g., felony conviction, patterns of criminal convictions.

7. Security screening personnel who are not part of the building security organization should be integrated and incorporated into building security organization’s, structure and communications.

8. Establish a building key control system that limits and logs key access on an absolute need to have basis. Use a difficult to duplicate key system en route to an electronically programmed system.

9. Establish court operational hours and limit access before and after building opens and closes. Develop before and after-hour access control policies.

a. Set the building closure time at the time all persons are required to leave. Provide a security presence and limited access until that time or 24/7 presence and limited access if continuous access is required by some building entities.

b. Require security in the building during times when custodial, maintenance or other contracted personnel are present.

10. Establish a policy for the use of cameras, electronic recording devices, cellular phones or other wireless devices in the courtroom consistent with Supreme Court Administrative Order Number 6.

a. Use in courtroom.

b. Prohibit taking pictures or making audio recordings of proceedings.

III. After-Hours Security

A. Supreme Court’s guidelines.

1. Each court facility should adopt procedures to ensure security outside of normal working hours.

2. Additionally, procedures should be implemented for detection of unauthorized entry of a court facility after-hours.

IV. Firearms Policy

A. Supreme Court's guidelines.

Each court facility shall adopt a firearms policy, and it shall be distributed to all law enforcement agencies in the county and posted at entrances to all courtrooms and court facilities.

B. Additional recommendations regarding Firearms Policy.

1. Firearms should only be carried by those officially on duty providing security in the courthouse. They must be certified in the use of firearms.
2. Prohibit law enforcement officers who are litigants, especially in family courts, from carrying firearms into courthouses, unless specifically authorized by the court.
3. Provide temporary storage lockers for firearms not allowed in buildings and a system for temporary or permanent retention of other weapons or dangerous items not allowed into a building.

V. Communication

A. Supreme Court's guidelines.

1. Good communication is essential in an emergency.
2. A clear line of authority must be established for each agency and court.
3. A clear definition of who will activate an emergency plan and implement security responses, such as an evacuation, should be established.
4. All names and contact information of key court personnel should be provided to the Local Committee and other appropriate agencies. This information should be kept up to date.

VI. Incident Reporting

A. Supreme Court's guidelines.

1. All security and emergency preparedness incidents should be documented in writing and a report of the incident made to the Director of Court Security and Emergency Preparedness on the Court Incident Report [Appendix].

B. Additional recommendations related to Incident Reporting.

1. Incidents should be reviewed to determine trends, security points of emphasis, resource priorities, and managerial/supervisory concerns.
2. Procedures and policies should be developed to identify which personnel are permitted to submit reports and which personnel are authorized to receive incident reports or information contained in them.
3. Provide outcome and other feedback to court personnel reporting incidents or providing intelligence.

VII. Security Personnel and Training

A. Supreme Court's guidelines.

1. Uniformed and qualified court security officers should be assigned specifically and in sufficient numbers to ensure the security of every court and its facilities.
2. At a minimum, one court security officer shall be present whenever court is in session and has been requested by the judge.
3. Court security officers shall meet applicable minimum certification standards for court security officers consistent with current law enforcement personnel standards as discussed in (VII) (C) below.
4. In addition to certification, additional training should be required on issues that are specific to a court setting as discussed in (VII) (C) below.

B. Recommendations regarding Security Personnel.

Court Security Officers perform the following duties.

1. Conduct regular walk-throughs to patrol building administrative areas, i.e., public gathering points, transactional spaces, elevators/escalators or secured building entry points.
2. Conduct security sweeps of courtrooms and public areas, including restrooms before and after court operational hours.
3. Equip all security officers, including officers responsible for prisoner holding areas, with portable radios programmed to meet the individual building needs.

4. Establish emergency and incident response protocols, including recessing courtroom proceedings to allow security officers to respond to medical emergencies, bomb threats, confrontations, etc. External backup response procedures should be included within these protocols.

C. Certification of Court Security Officers.

1. The Arkansas Court Security Act (Act 576 of 2007) directs the Director of Court Security and Emergency Preparedness to work with the Arkansas Commission on Law Enforcement Standards and Training in the development and provision of training and certification for court security officers, including the establishment of minimum curriculum requirements for training court security officers. The Arkansas Court Security Act directs the Arkansas Commission on Law Enforcement Standards and Training to administer the training and certification program for court security officers.

2. "Court Security Officer" ("CSO") means an individual who is assigned the duty of providing security or security-related services at the request of an appellate court, circuit court, or district court in this state. A court security officer may be employed directly by an appellate court, circuit court, or district court or by a law enforcement agency of this state or a city or county in this state. A court security officer may provide services to a court on either a full-time or part-time basis. The duties of a court security officer may include:

- a. The attendance in court when court is in session;
- b. The supervision and maintenance of order in a courtroom or courthouse;
- c. Providing security for individuals involved in court proceedings; and
- d. Other incidental and related duties at the direction of a court.

3. Minimum Requirements. The Arkansas Court Security Act establishes minimum requirements for any person who is employed as a court security officer. A person shall satisfy two components:

- a. be certified as a law enforcement officer by the Arkansas Commission on Law Enforcement Standards and Training under the laws and regulations of this state; and
- b. complete an additional court security training program of not less than twelve (12) hours designed by the Administrative Office of the Courts and approved by the Arkansas Commission on Law Enforcement Standards and Training.

4. Curriculum for the Court Security Training Program. A certified law enforcement officer seeking to complete requirement (3)(b) above and be qualified as a court security officer, must complete a training program of not less than twelve (12) hours which is approved by the Arkansas Commission on Law Enforcement Standards and Training and shall include, at a minimum, coverage of the following six topics:

a. Overview of Arkansas Court System and Procedures.

Topics under this section may include but are not limited to:

1. The structure of the Arkansas court system and the functions of courts
2. The role of the judge and other participants in the court system and process
3. The components and process of a trial and the differences between civil and criminal proceedings and jury and non-jury trials

b. Overview of Relevant Constitutional, Statutory, and Case Law for Court Security.

Topics under this section may include but are not limited to:

1. Legal authority of court security officers
2. Legal aspects of current topics and policies relevant to court security officers
3. Individual constitutional rights that may impact court security in such areas as the search and seizure of persons and the custody and restraint of an accused

c. Best Practices for Providing Courthouse and Courtroom Security.

Topics under this section may include but are not limited to:

1. Basic principles of courthouse security and equipment, including physical protection systems, closed circuit TV, duress alarms, lighting systems, reinforced judges benches, and window security systems

2. Performing a basic physical security site survey of a courtroom and courthouse
3. Basic principles and types of metal detectors and their circumvention and how weapons are disguised
4. Basic principles of X-ray machines and their circumvention and identifying suspected bombs and suspicious mail and packages
5. Identifying non-verbal threats, such as body movement, facial expressions, and personal space
6. Policies for effective communication, communication equipment, ability to handle threats, and other public and private entities that need to be included in the communication chain
7. Common errors and pitfalls in courthouse and courtroom security
8. Firearms and weapons policies
9. The need to protect evidence and chain of custody should a disturbance disrupt court proceedings.

d. Procedures for Jury Trials.

Topics under this section may include but are not limited to:

1. Procedures for jury orientation, escorting jurors, jury deliberations, jury evacuation, and securing jury room
2. Special problems related to sequestering juries
3. Limitations on interaction with juries

e. Prisoners in the Courtroom and their Transport.

Topics under this section may include but are not limited to:

1. Guidelines for transporting and controlling prisoners, both to and within the court facility
2. Special policies in multi-defendant trials and proceedings

3. Searching prisoners
4. Restraining prisoners
5. Firearms and weapons policies

f. Protection of Individuals and Targeted Threats.

Topics under this section may include but are not limited to:

1. Best practices and general procedures to protect a judge, witness, attorney, juror, party, or others
 2. Responding to targeted threats to a judge, witness, attorney, juror, party, or others
 3. Different types of threats and appropriate responses
 4. Dealing with high threat trials
 5. Dealing with courtroom disturbances
 6. Exercises in identifying threats and appropriate protection tactics including threats which occur in the community or at the home of a judge or non-judicial employee.
5. Providers of Court Security Officer Training. Any public or private agency may provide the required training, so long as the training is at least twelve (12) hours in length, includes the prescribed content, and the course and its faculty have been approved by the Arkansas Commission on Law Enforcement Standards and Training. Faculty who provide training for a Court Security Training Program must be approved by the Arkansas Commission on Law Enforcement Standards and Training.

PART 3

Emergency Preparedness

PART 3

EMERGENCY PREPAREDNESS

An Emergency Response Plan establishes policies and procedures to be followed by city, county, and court personnel in order to report and respond to critical incidents (fire, severe weather, major medical emergencies, etc.).

I. Emergency Management and Disaster Recovery

A. The Local Court Security and Emergency Manager (CSEM) will coordinate emergency preparedness, mitigation, response, and recovery efforts related to the courts in the county.

B. The Local Committee will develop and implement emergency response plans and procedures in the Local CSEPP. During an emergency, the local Committee will, to the fullest extent possible, assist the CSEM as requested and in accordance with the plans and procedures agreed upon in the Local CSEPP.

C. The Local Committee should work to integrate the courts into the existing state and local emergency management network. The Local CSEPP should address coordination of preparedness efforts including: tracking statewide emergency response and recovery efforts and reporting to leaders and decision makers within the county. The CSEM shall serve as a liaison with the local emergency preparedness officials in the event of an emergency.

II. Specific Planning Responsibilities

A. The process for responding to emergencies should be developed with input from emergency management, law enforcement, fire, rescue, hazardous materials experts, and others.

B. The Director shall develop and distribute a sample Emergency Response Plan for Local Committees to use for emergency preparedness and management [see Appendix].

PART 4

Continuity of Operations Planning Guidelines

PART 4

CONTINUITY OF OPERATIONS PLANNING GUIDELINES

A Continuity of Operations Plan (COOP) outlines the policies and procedures to be followed to ensure continuous performance of essential court functions, either in the court facility or at an alternate site, in the event of an emergency.

I. Continuity of Operations

A. The Local Committee will coordinate the creation and implementation of the COOP in the Local CSEPP to deal with the closure of a primary court facility for an extended and unacceptable period of time.

B. The purpose of the COOP is to ensure the continuous performance of essential court functions in the county.

C. The COOP should include all information necessary to prepare for, respond to, and recover from emergencies requiring the use of alternate facilities.

D. The COOP should, at a minimum, include the establishment of a list of mission-essential functions, the establishment of temporary and predetermined alternate facilities, and the designation of key members of a recovery team.

E. All aspects of the COOP should be reviewed and updated annually by the Local Committee. A complete revised COOP shall be submitted to the Director.

II. Specific Planning Responsibilities

The Director shall develop and distribute a sample COOP to Local Committees to assist them in creating a local COOP [see Appendix].

III. Pandemic Preparedness

A. Emergency preparedness planning and response to a pandemic or related event must be considered separately because of the unique nature of a pandemic.

B. The State Committee and the Director of Court Security and Emergency Preparedness will initiate the development of strategies designed to respond to and recover from the unique emergency situation brought about by an influenza pandemic or related event.

C. The strategy for pandemic influenza will be designed to build upon the national, state and local efforts on pandemic influenza.

- D. The strategy will build upon and perhaps modify elements of the COOP to deal with this unique emergency situation.
1. While 30 days is generally the accepted length of time for operations to be scaled back to mission essential functions, in a pandemic, 90 days or more may be a more realistic timeframe. Plans should allow flexibility to adjust timeframes as more information regarding a possible pandemic becomes available.
 2. Planning tasks should be established to modify the COOP to allow for 90 days of COOP activation and the performance of mission essential functions with no, or limited, face-to-face contact. These tasks may include:
 - a. Engaging state and local health officials in advance to assist in preventing or slowing the spread of pandemic disease and to prepare the courts for the impact of the pandemic.
 - b. Preparing for the legal considerations including the complete or partial transfer of operations brought about in a pandemic, especially those associated with issues of quarantine and/or isolation. These considerations should include scenarios that transfer significant workload from urban to rural courts.
 - c. Creating an active inventory of judicial branch personnel and a method of tracking daily attendance beginning at the onset of a pandemic. This inventory of personnel should include, for each person listed, individuals qualified to perform their duties in their absence.
 - d. Ensuring court information technology resources are available to perform all appropriate mission essential functions with no, or limited, face-to-face contact.
 - e. Facilitating the review of operations manuals to assure that all procedures and practices are well documented.
 - f. Creating a library of on-line, electronic, and hard copy paper documents used by the courts.
 - g. Preparing courts to track documents for the purpose of data entry on a delayed schedule.
 - h. Creating an active list of individuals (e.g. retired personnel) who could serve in the absence of existing court personnel during a prolonged pandemic.

- i. Providing education to all judges and non-judicial employees regarding the threat posed by an influenza pandemic.
- j. Ensuring all means of emergency communication are designed to function under conditions where there is no, or limited, face-to-face contact.
- k. Strengthening the recovery team to ensure each member is prepared to perform their assigned mission essential function under conditions where no, or limited, face-to-face contact is available.
- l. Developing recommendations for restoring jury trials under conditions where no, or limited, face-to-face contact is available.

PART 5

Information Technology and Document/Evidence Protection

PART 5

INFORMATION TECHNOLOGY AND DOCUMENT/EVIDENCE PROTECTION

Each Arkansas court should address Information Technology Disaster Recovery/Business Continuity.

I. Scope

- A. The primary goal must be to ensure the efficient and effective resumption of the most critical functions of court operations in the event of a disaster.
- B. In addition to the essential functions identified by the State Committee, each Local Committee should identify and prioritize local essential functions of the court operations.
 - 1. IT operations supporting these functions should be identified in order to assure that in a recovery operation they are restored in order of criticality to court operations.
 - 2. Applications identified and deemed as "Critical" (Level-1) should be restored at the pre-determined alternate facility within 72 hours after disaster declaration.
 - 3. Applications identified and deemed as "Essential" (Level 2) should be restored beyond 72 hours but within 14 days of disaster declaration.
 - 4. Applications identified and deemed as "Delayed" (Level 3) should be restored beyond 14 days after disaster declaration.
- C. The plan should identify possible likely disasters that may affect the court operations and supply responses specific to those situations, including:
 - 1. Extended Power Outage
 - 2. Fire/Smoke Damage
 - 3. Water or Structural Damage
 - 4. Acts of Nature
 - 5. Sabotage
 - 6. Loss of Access or Use of Information Services

D. The following assumptions should be taken into account:

1. The plan is designed to recover from a worst-case interruption; that is all equipment, electronic files, procedures and documentation at the facility are unusable.
2. Recovery from anything less than complete destruction will be achievable using all or portions of the plan.
3. Normally available staff members may be rendered unavailable by the disaster or its aftermath.
4. Insufficient staff resources may be available to support and sustain the recovery.
5. Off-site backup items are in a secure environmentally protected facility sufficiently remote to the court operations as not to be affected by the same interrupting event.
6. Recovery procedures are regularly tested.
7. The Recovery Plan and all supporting documentation are kept current with periodic reviews and updates.

E. The plan should provide for the Local Committee to:

1. Identify and respond to the potential disaster through appropriate channels.
2. Make a management decision whether the situation warrants a disaster declaration.
3. Establish recovery procedures and operations for IT at a pre-determined site.
4. Restore critical applications and data at a pre-determined alternate facility within 72 hours of the declaration of a disaster.
5. Perform its critical business functions if court staff were to lose access to their workspace.
6. Safeguard vital records.

F. The plan should minimize:

1. The number of decisions that must be made following an outage.

2. The dependence on the participation of any specific person or group of people in the recovery process.
3. The need to develop, test, and debug new procedures, programs or systems during recovery.
4. The risk of backed up data not being usable on computers used in the recovery.

II. Recovery Guidelines.

The following measures should be considered within the constraints of budget and other considerations:

- A. Recovery procedures must be identified to restore or recover all necessary items to court business including electronic documents/records, paper document/records, and evidence in the court's possession.
- B. Courts may want to partner with another court in an adjoining county by entering into a reciprocal agreement to provide for file backup, remote recovery, and other functions discussed below in the event of a catastrophic event.
- C. Recovery Organization Structure
 1. The Local CSEPP should provide for Recovery Teams which may be composed of court personnel from multiple jurisdictions as well as private contract personnel normally responsible for maintaining computer systems.
 - a. Recovery Teams should be formed with Primary Team Leaders and Alternate Leaders.
 - b. Team Leaders should:
 - (1) Implement management directives.
 - (2) Alert members of the situation in the initial assessment phase.
 - (3) Assemble members of their team after the plan has been activated.
 - (4) Direct team members in specific procedures.
 - (5) Report status to court management.

- (6) Ensure detailed assessment and recovery procedures are current.
- (7) Designate back-up individuals capable of functioning as alternate Team Leaders.

c. Team Members should:

- (1) Report to the command center or the temporary work location as instructed.
- (2) Execute assessment and recovery procedures.
- (3) Provide support to other team members.
- (4) Function as Team Leader when required.

D. Recovery should be to an alternate site that meets the accepted risks of the plan.

- 1. Recovery could be to an alternate “hot” site.

A hot site is a facility completely ready to accept the court operations and begin functions immediately.

- 2. Recovery could be to an alternate “warm” site.

A warm site is a facility that is ready to accept court operations, but requires some preparation to begin functions.

- 3. Recovery could be to a “cold” site.

A cold site is a bare facility that requires a great deal of preparation to begin functions.

E. The Local CSEPP should make arrangements for recovery site(s).

- 1. Courts should have agreements with necessary facilities to ensure the availability of the facility when needed.
- 2. Courts should have agreements in place to have necessary equipment and supplies at the facility.

APPENDIX A:

**Adoption of Recommendations from the
Arkansas Task Force on Court Security**

SUPREME COURT OF ARKANSAS

Opinion Delivered 2-1-2007

IN RE: ADOPTION OF
RECOMMENDATIONS FROM
THE ARKANSAS TASK FORCE
ON COURT SECURITY

PER CURIAM

In 2005, the Arkansas Judicial Council and the Arkansas District Court Judges Association requested that the Supreme Court adopt a set of proposed standards for court security. At the time, we expressed concern about the lack of participation and input from city and county officials and others involved in the operation of local court facilities. The Director of the Administrative Office of the Courts was asked to create a task force to study this problem on a comprehensive basis, and the Arkansas Task Force on Court Security was formed to examine court security in the state and to offer recommendations to the Supreme Court. The Task Force was chaired by Circuit Judge Jim Hudson of Texarkana, and the other members were Representative Bob Adams of Sheridan, Sheriff Keith Bowers of Batesville, Larry Burris, Chief Court Bailiff, of Fort Smith, Hon. Sonny Cox, Arkansas County Judge, Eddie Davis, Arkansas Supreme Court Police Chief, Circuit Judge Tim Fox of Little Rock, Hon. Mike Jacobs, Johnson County Judge, Pat Hannah of the Workers' Compensation Commission, Mayor James Morgan of White Hall, Vicki Rima, Garland County Circuit Clerk, District Court Judge David Saxon of Fort Smith, Circuit Judge Hamilton Singleton of Camden, Mayor Tommy Swaim of Jacksonville, District Court Judge Cheney Taylor of

Batesville, and Senator Jerry Taylor of Pine Bluff.

The Task Force submitted its final recommendations to the court on November 15, 2006. The court was also made aware that proposed legislation on court security, consistent with the recommendations which we received, has been submitted to and will be considered by the Arkansas General Assembly. We agree that the issues of court security and emergency preparedness extend beyond the areas of responsibility of the Supreme Court and the judicial branch. These are important issues for all of our citizens - not just judges - and a comprehensive response will require collaboration and response from all three branches of state government and cooperation between the state and local governments. We are appreciative of the study and work undertaken by the members of the Task Force and thank Judge Hudson and the members of the Task Force for their service. At this time, we can take action on several of the recommendations.

One of the Task Force's recommendations calls upon the Supreme Court to establish minimum guidelines to serve as a starting point for security and emergency preparedness plans to be adopted for all state and local court facilities. We note that similar action has been taken by supreme courts in other states.¹ We also note that the Taskforce has used the word "guideline" rather than "standard" or "requirement". We are mindful of the concerns of local officials about the assumption of state-mandated requirements and the potential additional financial costs. These guidelines are intended to serve as guidance to facilitate the first steps toward the adoption of consistent policies and a minimum level of security for all court facilities. We accept this

¹ See, e.g., Rules of Superintendence for the Courts of Ohio, Appendix C, *Court Security Standards*; *Michigan Court Security Standards*, SCAO Administrative Memorandum 2002-06 (July 3, 2002); Arizona Supreme Court Committee on Courthouse Security and Emergency Preparedness, *Final Report* (Administrative Order 2003-21).

recommendation and adopt the following guidelines:

Standard A. Security Personnel and Training. Uniformed and qualified court security officers should be assigned specifically and in sufficient numbers to ensure the security of every court and its facilities. At a minimum, one court security officer shall be present whenever court is in session and has been requested by the judge. The Arkansas General Assembly is respectfully requested to consider the adoption of minimum certification standards for court security officers consistent with current law enforcement personnel standards. In addition to certification, additional training should be required on issues that are specific to a court setting.

Standard B. Access Control. Without exception and regardless of the purpose or hour, all individuals entering a courtroom should be subject to a screening process. All entrances to the courtroom should be examined and secured. When possible, entrances should be limited to one main entrance and exit. Personnel and screening equipment should be placed at the main entrance. For those entrances without screening, proper locking mechanisms and alarms should be maintained. Proper signage should be posted in highly visible traffic areas to notify individuals that both their person and their belongings will be screened and/or searched.

Other ways to control access to the court should be explored and incorporated such as locking mechanisms on all entrances, the use of employee identification, restricting access to offices, and maintaining a policy of

restricting weapons in the courthouse facility.

Standard C. Court Facility Design. The design of court facilities and offices should be made with security in mind. Buildings should be designed to protect against attack, limit access to sensitive areas, and to avoid inappropriate interaction between the participants in the judicial process. Waiting areas and traffic flow should be designed to allow for the separation of judges, court personnel, and other parties such as jurors, witnesses, and prisoners.

To enhance the safety of court facilities, all courtrooms and hearing rooms should be equipped with a duress alarm. Phones should have a caller identification systems installed and when practicable, video surveillance of court facility parking areas and other strategic areas is recommended. Access to environmental controls should be secured and limited to authorized personnel.

Standard D. Communication. Good communication is essential in an emergency. A clear line of authority must be established for each agency and court. A clear definition of who will activate an emergency plan and implement security responses, such as an evacuation, should be established. In addition, all names and contact information of key court personnel should be provided to the Local Security and Emergency Preparedness Advisory Committee and other appropriate agencies. This information should be kept up to date.

Standard E. After-Hours Security. Each court facility should adopt procedures to ensure security outside of normal working hours. Additionally, procedures should be implemented for detection of unauthorized entry of a court facility after-hours.

Standard F. Incident Reporting. All security and emergency preparedness incidents should be documented in writing and a report of the incident made to the State Security and Emergency Preparedness Committee in a form to be approved by the Committee.

Standard G. Firearms Policy. Each local court security and emergency preparedness plan shall include a firearms policy. The policy shall be distributed to all law enforcement agencies in the county and posted at entrances to all court rooms and court facilities.

With respect to the other recommendations, we take the following actions:

- We adopt the fourth recommendation, requesting that we require the creation of a Local Security and Emergency Preparedness Advisory Committees in every Arkansas county. These committees shall be co-chaired by a circuit judge, appointed by the administrative judge, and the county judge and the membership should include a district court judge, city and county executive officers, law enforcement officers, local emergency preparedness officials, and a representative of the public. The specific number and composition of the committee should be determined at the local level. We request that administrative judges and county judges take steps to

implement this recommendation as soon as possible.

- We adopt the fifth recommendation, requesting that we require that a Local Security and Emergency Preparedness Plan be drafted and approved in every county by the Local Advisory Committees discussed above; however, we change the proposed date for submission of such plans to the Supreme Court from July 1, 2007 to January 1, 2008. These plans should apply to every facility in the county in which court proceedings are held or in which court employees are located, and the plans should be consistent with the Minimum Guidelines which we have adopted today.
- The Task Force's first recommendation is the creation of a State Security and Emergency Preparedness Advisory Committee for the purpose of recommending and evaluating uniform state policies on court security and emergency preparedness and assisting local courts in drafting and implementing local plans. We agree with this recommendation, and it will be implemented in due course.
- We support the second recommendation calling for the designation of a Director of Security and Emergency Preparedness, who shall serve as the point of contact on issues of security and emergency preparedness for the judicial branch. This position requires action by the General Assembly, and we urge the General Assembly to enact such legislation.
- Likewise, the third recommendation, the adoption of a comprehensive policy on security and emergency preparedness and the dissemination statewide of a corresponding procedure manual, can only be implemented after a Director of Security and Emergency Preparedness is in place and the State Advisory Committee

has been appointed. At the appropriate time, the court will take further action to implement this recommendation.

Again, we thank all who have worked on this issue in the past. We want all the citizens of the state to know that the Arkansas Supreme Court is committed to this task. All persons who are required to be present in a court facility, be they members of the public, jurors, litigants, lawyers, employees or judges, should be able to conduct their business in a safe and secure environment. We are prepared to work with state executive and legislative branch officials and with local officials who are primarily responsible for our court facilities as we attempt to address this important issue for our state which is central to the proper and efficient administration of justice.

APPENDIX B:

Arkansas Supreme Court Committee on
Security and Emergency Preparedness

SUPREME COURT OF ARKANSAS

No.

Opinion Delivered July 19, 2007

IN RE: ARKANSAS SUPREME COURT
COMMITTEE ON SECURITY AND
EMERGENCY PREPAREDNESS

PER CURIAM

The Arkansas Task Force on Court Security was created to examine court security in Arkansas and to make recommendations to the Supreme Court. See *In re: Adoption of Recommendations from the Arkansas Task Force on Court Security*, ____ Ark. Appx. ____ (February 1, 2007). In February, we responded to certain of the recommendations submitted by the Task Force, including the adoption of minimum guidelines for court security and emergency preparedness, and discussed the current state of court security and the need for improvements. *Id.* We are pleased to acknowledge the General Assembly's response to other recommendations of the Task Force in passing The Court Security Act (Act 576 of 2007), which created the Office of Security and Emergency Preparedness and the Director of Security and Emergency Preparedness within the Administrative Office of the Courts, created a court security grant program to provide funds to cities and counties to implement local security and emergency

preparedness plans for circuit and district courts, and established standards for persons serving as court security officers.

One of the Task Force's recommendations, which was previously deferred, was the creation of the Supreme Court Committee on Security and Emergency Preparedness. The purpose of the committee is to recommend and evaluate uniform state policies on court security and emergency preparedness and assist local courts in drafting and implementing local plans. Today, we adopt this recommendation, create the Arkansas Supreme Court Committee on Security and Emergency Preparedness, and appoint the initial members. The structure of the committee is as follows:

Arkansas Supreme Court Committee on Security and Emergency Preparedness

A. The Arkansas Supreme Court Committee on Security and Emergency Preparedness shall consist of 17 voting members, appointed as provided herein. All subsequent appointments of voting members shall be for a term of three years. A voting member may be appointed to serve no more than two successive three-year terms.

B. Should any vacancy in the term of a voting member occur, the appropriate appointing authority shall appoint a successor voting member who shall serve the remainder of the term. Any

member whose term shall expire shall continue to serve until his or her successor is appointed.

C. The Arkansas Supreme Court shall appoint 15 members of the committee and the Speaker of the Arkansas House of Representatives and the President Pro Tempore of the Arkansas Senate shall each be entitled to appoint one member of their respective chambers to serve as members of the Committee.

The initial members of the committee and their terms of office are as follows:

Circuit Judge Jim Hudson of Texarkana (Chair) (September 30, 2010),

Sheriff Keith Bowers of Batesville (September 30, 2010),

Mr. Larry Burris, Chief Court Bailiff, of Fort Smith (September 30, 2008),

Hon. Sonny Cox, Arkansas County Judge (September 30, 2008),

Mr. Eddie Davis, Arkansas Supreme Court Police Chief (September 30, 2009),

Circuit Judge Tim Fox of Little Rock (September 30, 2008),

Ms. Pat Hannah of the Workers' Compensation Commission (September 30, 2009),

Hon. Mike Jacobs, Johnson County Judge (September 30, 2010),

Mr. David Maxwell, Director, Arkansas Department of
Emergency Management (September 30, 2010),
Mayor James Morgan of White Hall (September 30, 2008),
Ms. Vicki Rima, Garland County Circuit Clerk (September 30,
2008),
District Court Judge David Saxon of Fort Smith (September
30, 2010),
Circuit Judge Hamilton Singleton of Camden (September 30,
2009),
Mayor Tommy Swaim of Jacksonville (September 30, 2009), and
District Court Judge Cheney Taylor of Batesville
(September 30, 2009)

We thank each of these members for their willingness to serve as
charter members of this undertaking. In addition to these
members, we request the Speaker of the House and the President
Pro Tempore of the Senate to appoint one member of their
respective chambers to serve on the committee.

APPENDIX C:

Arkansas Court Security Act

Stricken language would be deleted from and underlined language would be added to the law as it existed prior to this session of the General Assembly.

Act 576 of the Regular Session

As Engrossed: S2/13/07 H3/16/07

A Bill

State of Arkansas
86th General Assembly
Regular Session, 2007

SENATE BILL 89

By: Senator J. Taylor
By: Representative Harrelson

For An Act To Be Entitled

AN ACT TO REQUIRE THE ADMINISTRATIVE OFFICE OF
THE COURTS TO PROVIDE ASSISTANCE AND SUPPORT TO
CITIES AND COUNTIES IN THE ADOPTION OF LOCAL
COURT SECURITY PLANS AND THE PROVISION OF COURT
SECURITY FOR CIRCUIT AND DISTRICT COURTS; TO
PROVIDE FOR THE CERTIFICATION AND TRAINING OF
COURT SECURITY OFFICERS; TO ESTABLISH A STATE
COURT SECURITY GRANT PROGRAM; AND FOR OTHER
PURPOSES.

Subtitle

TO REQUIRE THE ADMINISTRATIVE OFFICE OF
THE COURTS TO PROVIDE ASSISTANCE AND
SUPPORT TO CITIES AND COUNTIES IN THE
ADOPTION OF LOCAL COURT SECURITY PLANS
AND THE PROVISION OF COURT SECURITY FOR
CIRCUIT AND DISTRICT COURTS.

BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF ARKANSAS:

SECTION 1. Arkansas Code Title 16, Chapter 10 is amended to add an
additional subchapter to read as follows:

16-10-1001. Title.

This subchapter shall be known as the "Arkansas Court Security Act".

1 16-10-1002. Purpose and findings.

2 (a) Recent incidents involving serious court security failures
3 resulting in death or injury to judges and others in court facilities across
4 the United States indicate that court security is an issue requiring an
5 immediate response from this state.

6 (b) It is a valid expectation that every person who attends or is
7 present in a court proceeding in a district, circuit, or appellate court in
8 this state is entitled to a reasonably safe and secure environment.

9 (c) It is a goal of this state to provide citizens, litigants, jurors,
10 attorneys, court employees, and judges with a safe and secure venue in which
11 to work and conduct business.

12 (d) It is the purpose of this subchapter to establish a general
13 program for security and emergency preparedness for the judicial branch of
14 government.

15
16 16-10-1003. Administrative Office of the Courts – Duties – Director of
Security and Emergency Preparedness.

17 (a) The Administrative Office of the Courts shall:

18 (1) Assist the Supreme Court with the creation and management of
19 a state security and emergency preparedness plan for the judicial branch of
20 government; and

21 (2) Provide assistance and support to city and county
22 governments of this state for the adoption and implementation of local
23 security and emergency preparedness plans for circuit and district courts.

24 (b)(1) There is created within the Administrative Office of the Courts
25 a Director of Security and Emergency Preparedness for the judicial branch of
26 government. The Administrative Office of the Courts shall provide space and
27 administrative assistance to support the work of the Director of Security and
28 Emergency Preparedness.

29 (2) The Director of Security and Emergency Preparedness shall
30 report to the Chief Justice of the Supreme Court and the Director of the
31 Administrative Office of the Courts.

32 (3) The Director of Security and Emergency Preparedness shall:

33 (A) Assist with the development and adoption of a state
34 security and emergency preparedness plan for the judicial branch of
35 government;
36

1 (B) Assist agencies of this state and local governments of
2 this state with the development and adoption of local security and emergency
3 preparedness plans for circuit and district courts;

4 (C) Assist in the development and provision of training
5 and education on court security and emergency preparedness to judges, court
6 employees, and court security officers;

7 (D) Conduct periodic assessments of state and local
8 security and emergency preparedness plans for courts and note deficiencies
9 and areas of improvement; and

10 (E) Serve as the point of contact on state court security
11 and emergency preparedness issues for the judicial branch of government and
12 act as the representative of the Chief Justice of the Supreme Court to
13 executive and legislative branch officials involved with the issues of court
14 security and emergency preparedness.

15
16 16-10-1004. Court security officers.

17 (a)(1) There is established a training and certification program for
18 court security officers.

19 (2) As used in this section, "court security officer" means an
20 individual who is assigned the duty of providing security or security-related
21 services at the request of an appellate court, circuit court, or district
22 court in this state.

23 (3)(A) A court security officer may be employed directly by an
24 appellate court, circuit court, or district court or by a law enforcement
25 agency of this state or a city or county in this state.

26 (B) A court security officer may provide services to a
27 court on either a full-time or part-time basis.

28 (b) The duties of a court security officer may include:

29 (1) The attendance in court when court is in session;

30 (2) The supervision and maintenance of order in a courtroom or
31 courthouse;

32 (3) Providing security for individuals involved in court
33 proceedings; and

34 (4) Other incidental and related duties at the direction of a
35 court.

36 (c) In order to be eligible to provide services in an appellate court,

1 circuit court, or district court in this state, a court security officer
2 shall:

3 (1)(A) Be certified as a law enforcement officer by the Arkansas
4 Commission on Law Enforcement Standards and Training under the laws and
5 regulations of this state.

6 (B) A court security officer shall complete the law
7 enforcement certification requirement within one (1) year of beginning his or
8 her term of service as a court security officer.

9 (C) A court security officer shall maintain the law
10 enforcement certification during the term of his or her service as a court
11 security officer; and

12 (2) Complete an additional training program for court security
13 officers approved by the Arkansas Commission on Law Enforcement Standards and
14 Training.

15 (d) A court or law enforcement agency employing a court security
16 officer shall:

17 (1) Ensure that a court security officer attains the
18 certification required under subdivision (c)(1) of this section within one
19 (1) year of beginning his or her term of service as a court security officer;
20 and

21 (2) Require submission of and maintain records for the
22 documentation of the court security officer's certification as a law
23 enforcement officer.

24 (e)(1) Subject to the certification requirements of the Arkansas
25 Commission on Law Enforcement Standards and Training, the officers of the
26 Supreme Court Police may offer and provide training for court security
27 officers as required by this section.

28 (2) In addition to the general powers of a specialized law
29 enforcement officer, Supreme Court Police officers may, in the course of
30 their official duties, provide security for members of the Supreme Court or
31 the Court of Appeals when either court shall convene for the purpose of
32 considering oral arguments or conferencing in any location within the State
33 of Arkansas, including the authority to act as a peace officer to arrest,
34 with or without warrant, any person within the boundaries of the State of
35 Arkansas who is or is reasonably believed to be committing an offense against
36 any laws of the State of Arkansas or against the ordinances of the city in

1 which the Supreme Court or Court of Appeals is convened, and to deliver the
2 person before any court of competent jurisdiction to be dealt with according
3 to law.

4
5 16-10-1005. Arkansas Commission on Law Enforcement Standards and
6 Training - Duties.

7 The Arkansas Commission on Law Enforcement Standards and Training
8 shall:

9 (1) Establish the standards and requirements for the training
10 and certification program for court security officers;

11 (2) Work with the Administrative Office of the Courts to develop
12 curriculum specific to the needs and requirements of a court security
13 officer;

14 (3) Maintain an official roster of individuals who have
15 successfully completed the training of a court security officer;

16 (4) Establish minimum curriculum requirements and approve
17 courses and programs offered and operated by or for this state or its
18 political subdivisions for the specific purpose of offering training to a
19 court security officer; and

20 (5) Consult and cooperate with counties, municipalities,
21 agencies of this state, other governmental agencies, universities, colleges,
22 junior colleges, community colleges, and other institutions or organizations
23 concerning the development of court security officer programs or courses of
24 instruction.

25
26 16-10-1006. Court security grant program.

27 (a) The Administrative Office of the Courts shall administer a court
28 security grant program for the purpose of providing financial assistance,
29 from funds specifically appropriated for that purpose, to city and county
30 governments to assist in the implementation of local security and emergency
31 preparedness plans for circuit courts and district courts.

32 (b)(1) Guidelines for the court security grant program shall be
33 developed by the Administrative Office of the Courts by December 31, 2007,
34 and shall be approved by the Legislative Council prior to the disbursement of
35 any grant funds.

36 (2) Beginning July 31, 2008, and on July 31 of every year, the

1 Administrative Office of the Courts shall provide an annual report to the
2 Legislative Council that shall include the number of grant requests received
3 from cities and counties and the number and amount of grants approved.
4

5 SECTION 2. Arkansas Code § 12-9-107 concerning training programs under
6 the Arkansas Commission on Law Enforcement Standards and Training is amended
7 to add an additional subsection to read as follows:

8 (f) The Arkansas Commission on Law Enforcement Standards and Training
9 shall administer the training and certification program for court security
10 officers under the Arkansas Court Security Act, § 16-10-1001 et seq.
11

12 SECTION 3. Recommendations.

13 The General Assembly recommends:

14 (1) That the Supreme Court develop a comprehensive policy on
15 security and emergency preparedness for the judicial branch of the
16 government;

17 (2) That the Supreme Court establish standards for every county
18 for the development of a local security and emergency preparedness plan for
19 circuit courts in the county and establish standards for every city in which
20 a district court is located for the development of a local security and
21 emergency preparedness plan for district courts in the city; and

22 (3)(A) That the Supreme Court create a Security and Emergency
23 Preparedness Advisory Committee.

24 (B) The committee should be inclusive of judges, law
25 enforcement officers, sheriffs, city and county executive officers, emergency
26 preparedness officials, legislators, and others involved in providing
27 security to the courts.

28 (C) Legislative representation on the committee should be
29 appointed by the Speaker of the House of Representatives and the President
30 Pro Tempore of the Senate.
31

32 /s/ J. Taylor
33

34
35 APPROVED: 3/28/2007
36

APPENDIX D:

Court Facility Assessment



Supreme Court of Arkansas
Administrative Office of the Courts

Court Facility Assessment

Name of Building/Facility: _____

Building/Facility Address: _____

County: _____

Contact Person: _____

Contact Information: **Phone:** _____

Fax: _____

Email: _____

Parking

Is a parking area provided?	Yes	No
Are the parking area entrances and exits monitored or controlled?	Yes	No
Is there secured parking for Judges?	Yes	No
Is there secured parking for jurors and witnesses?	Yes	No

Exterior Lighting

Is the entire perimeter light	Yes	No
Are lights on all night?	Yes	No
Lights are controlled:		
Automatically	Yes	No
Manually	Yes	No
Is the building exterior sufficiently lighted to discourage or observe illegal activity?	Yes	No

Building

Does the building have an intrusion alarm?	Yes	No
Who monitors the alarm:		
Sheriff's Department?	Yes	No
Police Department?	Yes	No
Private Alarm Company?	Yes	No
Other? _____	Yes	No

Are all exterior windows installed to prevent easy removal?	Yes	No
Are all accessible windows secured with:		
Locking devices?	Yes	No
Metal bars?	Yes	No
Wire mesh?	Yes	No
Are all exterior doors equipped with cylinder locks, deadbolts, or quality locking mechanisms?	Yes	No
Are all exterior door locks installed in a manner to prevent prying?	Yes	No

Building continued

Are all roof-top and crawl-space accesses secured?	Yes	No
Is the exterior of the building monitored by closed circuit t.v.?	Yes	No
Is there an auxiliary power source for emergencies?	Yes	No
Does the building have a fire alarm?	Yes	No
Does the building have a sprinkler system?	Yes	No
Are fire extinguishers located throughout the building?	Yes	No

Building Entrances

Are there multiple public entrances to the building?	Yes	No	
Could the number of public entrances be reduced?	Yes	No	
Are the public and belongings screened at entrance:			
Always?	Yes	No	
Sometimes?	Yes	No	
Never?	Yes	No	
How are they screened:			
Walk-through metal detectors?	Yes	No	N/A
Hand-held metal detectors?	Yes	No	N/A
Other: _____	Yes	No	N/A

Is there a separate entrance for employees?	Yes	No	
Are employees and belongings screened at entrance:			
Always?	Yes	No	
Sometimes?	Yes	No	
Never?	Yes	No	
How are they screened:			
Walk-through metal detectors?	Yes	No	N/A
Hand-held metal detectors?	Yes	No	N/A
Other: _____	Yes	No	N/A

Is signage posted regarding searching/screening of persons/belongings entering the building?	Yes	No	
Is signage posted regarding firearms in the building?	Yes	No	

Interior

Does the building have elevators?	Yes	No
If yes, are there separate elevators for:		
Judges/Staff?	Yes	No
Public?	Yes	No
Prisoner movement?	Yes	No
Are all non-public access areas secured? (i.e.; utility room, boiler room, storage closets)	Yes	No
Is a key control policy in place and enforced?	Yes	No
Are public areas and restrooms routinely searched?	Yes	No

Dangerous Materials

Are the following items stored in the building:		
Firearms?	Yes	No
Intermediate weapons? (i.e.; stun guns, mace)	Yes	No
Ammunition?	Yes	No
Chemical, hazardous or flammable materials?	Yes	No
If yes, how and where are they stored? _____		

Courtroom

Can the courtroom be locked when not in use?	Yes	No	N/A
Are secondary courtroom doors secured?	Yes	No	N/A
Are there separate entrances/exits for:			
Judges/Staff?	Yes	No	N/A
Jurors?	Yes	No	N/A
Defendants?	Yes	No	N/A
Public?	Yes	No	N/A
Are the public and belongings screened at the courtroom entrance?			
Always?	Yes	No	N/A
Sometimes?	Yes	No	N/A
Never?	Yes	No	N/A
How are they screened:			
Walk-through metal detector?	Yes	No	N/A
Hand-held metal detector?	Yes	No	N/A
Other: _____	Yes	No	N/A

Are all windows tinted or draped to prevent viewing from outside	Yes	No	N/A
Is there emergency lighting?	Yes	No	N/A
Is access to light switches controlled?	Yes	No	N/A

Courtroom continued

Does the courtroom have the following security items:

Bullet resistant material? (Judge's bench)	Yes	No	N/A
Duress alarm? (Judge's bench)	Yes	No	N/A
Duress alarm? (clerk's bench)	Yes	No	N/A
Who monitors the alarms:			
Sheriff's Department?	Yes	No	N/A
Police Department?	Yes	No	N/A
Private Alarm Company?	Yes	No	N/A
Other? _____	Yes	No	N/A

Does the courtroom layout provide a barrier or obstacle separating others in the courtroom from:

Judge/Staff?	Yes	No	N/A
Jurors?	Yes	No	N/A

Judge's Chambers

Are all entrances to the chambers locked at all times?	Yes	No	N/A
Are duress alarms installed and utilized in the chambers?	Yes	No	N/A
Who monitors the alarm:			
Sheriff's Department?	Yes	No	N/A
Police Department?	Yes	No	N/A
Private Alarm Company?	Yes	No	N/A
Other: _____	Yes	No	N/A

Is the corridor or hallway leading from the courtroom
to the chambers secure and not accessible to the public?

Is it monitored by closed circuit t.v.?

Yes	No	N/A
Yes	No	N/A

Court Related Offices

Are other court related offices located in the building:

Court Clerks?	Yes	No	N/A
Prosecuting Attorney?	Yes	No	N/A
Public Defender?	Yes	No	N/A
Probation/Intake?	Yes	No	N/A
Other: _____	Yes	No	N/A

Do any of these offices:

Receive and/or maintain cash payments?	Yes	No	N/A
Deal with members of the public or others that might create a security risk?	Yes	No	N/A
Maintain confidential files or materials?	Yes	No	N/A
If yes, are the offices:			
Locked when not in use?	Yes	No	N/A
Monitored by closed circuit t.v.?	Yes	No	N/A
Have duress alarms installed?	Yes	No	N/A

Court Related Offices continued

If yes, who monitors the duress alarm:

Sheriff's Department?	Yes	No	N/A
Police Department?	Yes	No	N/A
Private Alarm Company?	Yes	No	N/A
Other: _____	Yes	No	N/A

Victim/Witness**Rooms**

Are victim/witness rooms provided?	Yes	No	N/A
Are prosecution and defense witnesses separated?	Yes	No	N/A
Is public access to victim/witness rooms restricted?	Yes	No	N/A
Are rooms locked when not in use?	Yes	No	N/A

Jury Deliberation**Room**

Is the jury deliberation room connected to the courtroom?	Yes	No	N/A
Is the room accessible through secured hallway/corridor?	Yes	No	N/A
Is the room searched prior to use and locked when not in use?	Yes	No	N/A

Prisoner/Defendant**Movement**

Are routes for prisoner movement secured? i.e.; hallways, corridors, stairwells, elevators	Yes	No	N/A
Are prisoners' entrances restricted from public contact and view?	Yes	No	N/A

Holding Areas

Are temporary prisoner holding facilities located in building?	Yes	No	N/A
Do holding cell areas directly access the courtroom?	Yes	No	N/A
Is closed circuit t.v. utilized in holding areas?	Yes	No	N/A
Are holding cell areas searched prior to use and locked when not in use?	Yes	No	N/A

Additional Information

Please use the attached page for comments and additional information.

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APPENDIX E:

Court Security Plan



Supreme Court of Arkansas

Administrative Office of the Courts

Court Security Plan

Name of Building/ Facility: _____

Building/ Facility Address: _____

County: _____

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I. **Purpose:**

Every person who attends or is present in a circuit or district court proceeding is entitled to a safe and secure environment. A Court Security Plan establishes policies and procedures to be followed by city, county, and court personnel in order to prevent and respond to court security incidents.

II. **Authority:**

Act 576 of 2007 provides that city and county governments adopt and implement security and emergency preparedness plans for their circuit and district courts. (Act 576, section 1 and Ark. Code Ann. section 16-10-1003)

III. **Definitions:** (to include any terms not commonly used)

- A.
- B.
- C.
- D.
- E.

IV. **General Security Elements**

- A. **Mail Handling:** Procedures for mail handling should be detailed, including point of receipt and x-ray or screening of deliveries from the U.S. Postal Service, UPS, FedEx, and couriers. Include specific procedures for identifying and responding to suspicious packages and letters.
- B. **ID and Access Control:** Courts should provide their written policies and procedures for identification, access, and key control of facilities including signature receipts and the issuing and reclaiming of IDs, access cards, and keys. Describe procedures for scheduled checks of access and exit doors to ensure locking systems are functioning properly.
- C. **Parking Plan:** Detail your facility's parking program including areas dedicated to judge's parking, signage, type of controlled entry system, etc.
- D. **Interior/Exterior Lighting Plan:** Document procedures for inspecting and maintaining interior and exterior lighting, including emergency lighting and exit signage.

- E. ***Intrusion/Panic Alarm Systems:*** Describe procedures for testing intrusion and panic alarms, including the testing schedule. Describe how employees are instructed to respond to such alarms. Describe instructions or guidelines regarding the use of panic/duress alarms provided to judges and court staff. Provide information on who conducts maintenance and repairs, including contact information.
- F. ***Fire Detection/Equipment:*** Describe procedures for inspecting fire extinguishers, pull stations, and alarms. Include who is responsible for scheduling these inspections. List vendor and maintenance contact information. Floor plans identifying the location of firefighting equipment, alarm stations and emergency exits should be included. Floor plans should also identify emergency shut-off locations for gas, electricity and water.
- G. ***Emergency/Auxiliary Power:*** If the facility is equipped with emergency power supplies, describe the areas covered by the system, the testing schedules, fuel supply, etc. Include security measures in place used to protect the system (i.e. protected by fencing, monitored by CCTV, etc.). Provide maintenance contact information, and alternate emergency power generator vendor and resource information.
- H. ***Private Security Contractors:*** Describe the duties of security contractors (e.g. perimeter screening, patrols, reception, etc.), and reference who administers the contract, (e.g. court, sheriff, county, etc.). Include contractor supervisory authority, their training requirements, and background check requirements. Include information detailing whether contract security guards are armed or possess defensive weapons.
- I. ***Administrative/Clerk's Office Security:*** Describe what systems (e.g. controlled entrances, bullet resistant screens at public counters, panic alarms, escape route plans, etc.) are in place in administrative offices and the clerk's office.
- J. ***Jury Personnel/Jury Room:*** Describe the measures taken to ensure security of jurors, separation from the public, witnesses, and the security of jury rooms.
- K. ***Public Demonstrations:*** Describe the specific plans and procedures employed during public demonstrations to ensure the safety and security of staff, visitors, the facility, and to ensure unobstructed access to the courts. Reference applicable legal authority, Rules of Court, etc.

- L. ***Vital Records Storage:*** Describe the locations of vital records storage and how these areas are secured. Describe the storage site and include whether it is on-site or off-site, dry, secure, has access controls, and fire suppression equipment.
- M. ***Evacuation Planning:*** Describe the evacuation plans for judicial staff, employees, and visitors. Separate responsibilities and actions for court employees and the court security provider. If these areas are addressed in existing emergency plans, refer to documentation by manual name, title, and/or page reference. Evacuation plans need to be detailed and regularly tested and drilled.
- N. ***After-Hours Operations:*** Describe the policies and procedures for after-hours access to the facility including authorization process, means of entry (keys, access cards, escort, etc.), areas available, and authorized hours of access. Include contact names and telephone numbers for after-hours emergencies.
- O. ***Custodial Services:*** Detail supervision of custodial personnel including hours of operation, after-hours work, controls on trash removal, etc. Describe the contract human resource policy on employee screening and background checks. Include contact information for business hours and after-hours.
- P. ***Computer and Data Security:*** Describe the policies for training all employees on basic computer security. Basic computer security includes password use, frequency of password changes, back-up policies for specific data, off-site storage capabilities, and security of electronic media.
- Q. ***Workplace Violence:*** Based on the sensitive nature of court employees' responsibilities and environment, it is recommended that regular workplace violence training be made available. Describe who receives this training, if applicable.

V. **Operational Security Elements**

- A. ***Security Personnel and Staffing:*** Describe staffing requirements at each court facility, including the number, classification, roles, and responsibilities of staff for:
 - 1. Entry screening and perimeter security
 - 2. Courtroom security
 - 3. Prisoner transport
 - 4. Holding cells
 - 5. Public waiting areas
 - 6. Judicial protection

- B. ***Perimeter and Entry Screening:*** Describe the security at each point and how many personnel are used at each location. Describe the procedures used to screen all persons and items entering the facility (e.g. laptops, cell phones, pagers, etc.). Describe any special provisions for screening individuals with wheelchairs and/or baby carriers. Describe the equipment used at each screening station (e.g. metal detectors, X-ray machines, etc.) and the policies covering their use. Describe the type of signage used to notify individuals of the court's screening policies and prohibited items. Include any exceptions to weapons for police officers, employees, etc.
- C. ***Prisoner/Inmate Transport:*** Describe inmate transportation and emergency plans in the event of an escape, attempted escape, or in transit medical emergencies. Describe protocols governing the escort of prisoners to and from the courthouse, including staffing levels required to safely escort prisoners. Include juvenile transportation policies.
- D. ***Holding Cells:*** Describe the holding areas where inmates, including juveniles, can be detained and supervised by security personnel while awaiting court appearances, during court proceedings, or returning to jail facilities. Include cell check/well being check schedules. Include protocols for the movement of inmates from holding areas to courtrooms, emergency evacuation of inmates, in-custody medical emergencies, administrative segregation, and segregation of inmates from the public and contact with witnesses, families, victims, etc.
- E. ***Interior and Public Waiting Areas:*** Describe the procedures for monitoring hallways and public waiting areas, separation of juries, witnesses, and others in a public setting. Include response procedures for incidents in public areas, how incidents are recorded, and which personnel are responsible for handling calls to these areas.
- F. ***Courtroom Security:*** Describe bailiff/Court Security Officer's duties including courtroom preparation, security sweeps, and in-session courtroom duties. Document the allocation of court security personnel based on perceived risks posed in a case (e.g. family, criminal, juvenile, etc.). Describe the security of environmental controls, lights, heat, etc. Describe the evacuation routes for judges from the bench and for staff from other areas of the courtroom. Identify where ballistic protection is installed, if applicable. Describe witness, spectator and inmate management procedures. Describe procedures for emergency medical response to the courtroom. Describe the lockdown procedures for unused courtrooms and procedures for ensuring that potential assault items are removed or secured.

- G. ***Jury Trial Procedures:*** Describe jury control procedures including care of the jury during trial, transportation, deliberations, etc. Include any special security provisions for jurors during high risk/high profile trials.
- H. ***High Risk/High Profile Trials:*** Describe pre-trial planning procedures and the measures taken for high risk or high profile trials. Include information as to the allocation of security personnel based upon factors such as the type of trial, number of participants, media coverage, and degree of anticipated risk. Identify specific personnel responsible for managing traffic, parking, and overall security of the court facility, courtroom, perimeter security, media control, and infrastructure. Describe any special accommodations made for witnesses. Identify specific courtrooms which may be specially equipped or suitable for high security, multi-defendant or high media/public interest trials.
- I. ***Judicial Protection:*** Describe the parking arrangements for judges and their movement between chambers and the courtroom. Describe specific methods for securing chambers, parking, and maintaining separation of judges from the general public as they arrive and depart from work. Describe any access control for separate judicial entrances. Describe procedures for handling threats against Judicial Officers and court staff.
- J. ***Incident Reporting and Recording:*** Describe the system for reporting security breaches and incidents. Identify who receives these reports within court administration, judges, and the Administrative Office of the Courts. Describe procedures for maintaining confidentiality of these reports and distribution lists.
- K. ***Security Personnel/Staff Training:*** Describe the training and frequency of training provided to security personnel and staff on evacuations, emergency procedures, general security awareness, and changes to the local security plan. Describe any drills involving all staff and how often these are conducted.
- L. ***Courthouse Communication:*** Describe each type of communication used:
1. **Internal Communication:** Describe how security/emergency plan information is distributed to court staff and judges. Identify whether this information is clear and simple and reinforced through directives, rules, manuals, handbooks, bulletins, emails, and/or newsletters.
 2. **Radios:** Describe if radios or other electronic methods of communicating are available for emergency response, whether all agencies within the court facility share a common frequency, and which channel/frequency is utilized.

3. **Telephones/Cell Phones:** Include phone tree and list all emergency and after-hours contact numbers for security personnel and staff, if applicable. Describe process for updating this information maintaining confidentiality and dissemination.
- M. ***Bomb Threats:*** Describe procedure for responding to bomb threats; under what circumstances and by whom an evacuation may be ordered. Include specific instructions for the recipient of a bomb threat (e.g. bomb threat checklist, notifications, etc.). Include telephone numbers used to contact security, 911, etc.
- N. ***Hostage/Escape/Lockdown/Active Shooter Procedures:*** Detail specific procedures provided to all court staff regarding hostage situations, escapes or escape attempts, active shooter situations and/or lockdowns. Describe if equipment exists to secure a courtroom from the outside. Describe if procedures are consistent with local agencies managing hostage negotiations and how often those procedures are drilled and tested with those agencies.
- O. ***Firearms Policies and Procedures:*** Describe procedures and policies for the following areas:
1. Courthouse policies on carrying firearms inside the facility by anyone, including but not limited to the public, judicial staff, and on and off duty law enforcement officers.
 2. Security personnel carrying weapons in holding cell areas, while escorting inmates, and while accomplishing duties inside courtrooms.
 3. Availability, training, and use of less-lethal weapons.
- P. ***Restraint of Defendants:*** Describe policies and procedures for restraining defendants in the courtroom. Include types of restraints available and how court security personnel receive authorization from the court to implement additional security measures.

APPENDIX F:

Emergency Response Plan



Supreme Court of Arkansas
Administrative Office of the Courts

Emergency Response Plan

Name of Building/ Facility: _____

Building/ Facility Address: _____

County: _____

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I. **Purpose:**

Every person who attends or is present in a circuit or district court proceeding is entitled to a safe and secure environment. An **Emergency Response Plan** establishes policies and procedures to be followed by city, county, and court personnel in order to report and respond to critical incidents (fire, severe weather, major medical emergencies, etc.).

II. **Authority:**

Act 576 of 2007 provides that city and county governments adopt and implement security and emergency preparedness plans for their circuit and district courts. (Act 576, section 1 and Ark. Code Ann. section 16-10-1003)

III. **Definitions:** (To include any terms not commonly used)

- A. Court Facility Administrators: Those court personnel within each court facility designated by the Local Court Security and Emergency Preparedness Committees and listed in that facility's contact list.
- B. First Responders: State and local law enforcement personnel, fire department personnel, and emergency medical personnel who will be deployed to bioterrorism attacks, terrorist attacks, catastrophic or natural disasters, and emergencies.
- C. Phone Tree: A prearranged system for activating a group of people by telephone. Using the phone tree system can spread a brief message quickly and efficiently to a large number of people.
- D. All Clear: A spoken or otherwise conveyed message from a First Responder or Court Facility Administrator that the facility is safe to reenter.
- E. Contact List: A current list of contact information for those court personnel defined as Court Facility Administration. The list should be in "chain of command" order.

Appropriate and deliberate action must be taken when an emergency occurs. The following are instructions for reporting and responding to specific incidents.

A. **Reporting an Emergency**

- Step 1. **Call 911.** In most cases, such as fire or medical emergency, the appropriate number to call is 911.
- Step 2. Notify Court Facility Administration [Insert contact list]
- Step 3. Notify other staff [Insert Phone Tree here]

B. **Facility Evacuation Procedures**

Evacuation is required any time a condition exists which would require it, when the fire alarm sounds, when an evacuation announcement is made, or when ordered by a Court Facility Administrator.

The designated evacuation point is: [Describe location]
[Post signage at proper locations]

The Evacuation Coordinators are: [Identify persons and numbers here]

Responsibilities of the Evacuation Coordinator are:

- **Call 911** from a safe location to verify the fire alarm/evacuation signal has been received.
- Ensure people have evacuated the facility, to the extent it is safe to do so.
- Maintain a roster of court staff as an appendix to this plan and bring the roster to the evacuation point.
- Account for staff at the evacuation point.
- Be the contact person for reporting unsafe situations in the building or missing persons and report these to the First Responders.
- Maintain a list of court staff home phone numbers, cell phones, and/or pagers for contacting employees during and after emergencies.

C. **Fire Alarm Procedures**

Or, when an evacuation is ordered.

- Step 1. Remain Calm.
- Step 2. Exit the room and:
- Take jackets or clothing necessary for protection from the weather.
 - Close windows and doors, but do not lock doors as you leave.
 - Leave office lights on.
 - If you are away from office or courtroom when the alarm sounds you should exit the facility and proceed to designated location.
- Step 3. Notify others in the area of the alarm if they did not hear it.
- Step 4. Supervisors must ensure that all staff evacuate.
- Step 5. Exit the facility via the nearest safe exit route. Walk, do not run. Never open doors that feel hot to the touch or attempt to travel through smoke-filled or hazardous areas. Do not use elevators.
- Step 6. Report to the designated evacuation point.
- Step 7. Wait at evacuation point for instructions.
- Step 8. Do not re-enter the facility until the "all clear" signal has been given by First Responders or Court Facility Administration.
- Step 9. If you become trapped due to smoke, heat, flames, or some other hazard:
- Leave the office/courtroom door closed.
 - Call 911 and let them know your location. Hang an article of clothing, large enough for First Responders to see, in or out the window if possible.
 - If smoke enters the room and there is a window that opens, open the window to let it out. Close the window if outside smoke enters. Stay close to the floor.

D. **Medical Emergency Procedures**

- Step 1. **Call 911** or have someone call for you.
- Step 2. If it is possible and safe to do so:
- Protect victim from further injury by removing any persistent threat to the victim. Do not move the victim unnecessarily. Do not delay in obtaining trained medical assistance.
 - Provide first aid until help arrives if you have appropriate training and equipment.
 - Send someone outside to escort the First Responders to the location.
- Step 3. Location of first aid kits: [List specific locations here]

E. **Bomb Threat Procedures**

If you receive a telephoned bomb threat:

- Step 1. Remain calm, listen carefully. Be polite and show interest.
- Step 2. Using the attached Bomb Threat Checklist, obtain as much information as possible.

After the call:

- Step 1. **Call 911.**
- Step 2. Notify Court Facility Administration.
- Step 3. If the facility must be evacuated, follow Facility Evacuation Procedures.

Bomb Threat Checklist

(Copy and place near all phones)

- Exact time of call: _____
- Phone number of caller (if available): _____
- Exact words of caller: _____

Questions to ask:

- When is the bomb going to explode? _____
- Where is the bomb? _____
- What does it look like? _____
- What kind of bomb is it? _____
- What will cause it to explode? _____
- Did you place the bomb? _____
- Why? _____
- Where are you calling from? _____
- What is your address? _____
- What is your name? _____

Characteristics:

- Caller's Gender: _____ Caller's Age: _____ Caller's Accent: _____
(Circle) Calm Disguised Nasal Angry Broken
 Stutter Slow Sincere Lisp Rapid
 Giggly Deep Crying Squeaky Excited
 Stressed Accent Loud Slurred Normal
- Were there any background noises? _____

- Notes: _____

F. **Active Shooter Procedures**

If you are involved in a situation where someone has entered the area and started shooting, the following instructions should be followed:

- Step 1. If possible, exit the facility immediately.
- Step 2. Notify anyone you may encounter to exit the facility immediately.
- Step 3. Call 911; provide the following information to the operator:
 - a. Your name
 - b. Location of incident and your exact location
 - c. Number of shooters (if known)
 - d. Identification of shooters (if known)
 - e. Number of persons involved and/or injuries

If you are directly involved and exiting the building is not possible, the following Lockdown instructions should be followed:

G. **Emergency Lockdown Procedures**

- Step 1. Go to nearest room or office.
- Step 2. Close and lock the doors.
- Step 3. Cover the door windows.
- Step 4. Stay calm and quiet and act as if no one is in the room.
- Step 5. Do not answer the door.
- Step 6. Call 911; provide the following information to the operator:
 - a. Your name
 - b. Location of incident and your exact location
 - c. Number of shooters
 - d. Physical description/Identification of shooters
 - e. Number of persons involved and/or injuries
- Step 7. Wait for First Responders to assist you out of the facility.

H. **Hostage Situation Procedures**

If you hear or see a hostage situation:

- Step 1. Immediately remove yourself from any danger.
- Step 2. **Call 911**; provide the following information to the operator.
- a. Your name
 - b. Location of incident and your exact location
 - c. Number of hostage takers
 - d. Physical description/identification of hostage takers
 - e. Any weapons the hostage takers may have

If you are taken hostage:

- Remain calm, be polite and cooperate with your captors.
- Do not attempt escape unless there is an extremely good chance of survival.
- It is safer to be submissive and obey your captors.
- Do not complain, avoid being belligerent, and comply with all orders and instructions.
- Do not draw attention to yourself with sudden body movements, statements, comments, or hostile looks.
- Observe the captors and try to memorize their physical traits, voice patterns, clothing, and other details that can help provide a description later.

In a rescue situation:

- Do not run. Drop to the floor and remain still. If that is not possible, cross your arms, bow your head, and stand still. Make no sudden moves that a tense rescuer may interpret as hostile or threatening.
- Wait for instructions and obey all instructions you are given.
- Do not be upset, resist, or argue if a rescuer isn't sure whether you are a terrorist or a hostage.
- Even if you are handcuffed and searched, do not resist. Just wait for the confusion to clear.

I. Suspicious Mail/Packages Procedures

Common Features of suspicious mail/packages:

- There may be liquid leaking from package.
- They tend to have hand-applied postage.
- They have excessive postage.
- They are addressed to a position, not a person.
- There may be no return address.
- They are often hand written or have a poorly typed address.
- They tend not to be in business format envelopes.
- There may be misspellings of common words.
- They may have restrictive markings such as “confidential”, “personal”, etc.
- They may have excessive weight and /or feel of a powdery or foreign substance.
- There may be foreign post marks and/or writing.

If you believe you have received suspicious mail/package:

- | | |
|---------|---|
| Step 1. | Do not open it. |
| Step 2. | Call 911, or have someone call for you. |
| Step 3. | Remain at the location until First Responders arrive. |

If you do open suspicious mail/package:

- | | |
|---------|--|
| Step 1. | Immediately set the item down at the location where it was opened. |
| Step 2. | Call 911, or have someone call for you. |
| Step 3. | Do not leave the area and do not allow others into the area. |
| Step 4. | Wait for instructions from First Responders. |

You should **not** do the following:

- Pass the mail/package to others to look at.
- Disturb any contents inside by handling the suspicious mail/package.
- Ignore the threat; it must be treated as real until determined otherwise.
- Leave the area until instructed to do so.

Concerns for explosive devices:

Common features of suspicious mail/package containing explosive devices:

- They may have bumps, wires, or pieces of metal exposed.
- They may be heavier than normal.
- They may have an excessive amount of securing material, such as tape, string, etc.

If you suspect that suspicious mail/package contains an explosive device:

- Step 1. Do not move or open the mail/package.
- Step 2. Do not let other people inspect or handle the mail/package.
- Step 3. Immediately evacuate the area.
- Step 4. Call 911.

J. Isolated or Contained Fire Procedures

- Step 1. Alert people in the immediate area of the fire and evacuate the area.
- Step 2. If you have been trained and it is safe to do so, you may attempt to extinguish the fire with a portable fire extinguisher. If you have not been trained you must evacuate the area.
- Step 3. Confine the fire by closing doors as you leave the area.
- Step 4. If the automatic fire alarm has not been activated, activate the facility fire alarm system by pulling the handle on a manual pull station.
- Step 5. If the facility must be evacuated, follow Facility Evacuation Procedures.

K. **Severe Weather Procedures**

IF YOU HEAR THE SEVERE WEATHER WARNING SIREN

Or, are otherwise notified by Court Facility Administration:

- Step 1. Alert all facility occupants of the impending weather.
- Step 2. Move quickly to a safe area indoors. This should be interior hallways, a basement, or interior bathrooms (interior spaces without windows).
- Step 3. Close all doors as you leave the area, especially ones leading to exterior rooms or offices.
- Step 4. Stay away from windows, doors and exterior walls.
- Step 5. When moving to lower levels, remember to use stairwells, as the elevators are not for use during emergency situations.
- Step 6. Do not go outside or attempt to outrun the storm.
- Step 7. Monitor local radio stations or weather band radio for updates.
- Step 8. **Call 911** in the event someone is injured.
- Step 9. Notify Court Facility Administration of injuries and/or property damage. (Reference contact list)

L. **Utility Interruption Procedures**

NOTE: ENSURE YOUR FACILITY HAS A BACK-UP POWER SOURCE

- Step 1. Remain calm.
- Step 2. Notify Court Facility Administration. (Reference contact list)
- Step 3. If you are in an unlighted area, proceed cautiously to an area that has emergency lighting.
- Step 4. Provide assistance to others in moving to a safe area.
- Step 5. If you are in an elevator, press alarm button and stay calm.
- Step 6. Areas not served by emergency lighting should maintain flashlights in accessible locations.
- Step 7. If the facility must be evacuated, follow Facility Evacuation Procedures.

M. **Flooding and Water Damage Procedures**

- Step 1. Notify Court Facility Administration. (Reference contact list)
- Step 2. Explain the exact location and severity of the leak.
- Step 3. If there are electrical appliances or electrical outlets near the leak, use extreme caution. If there is any possible danger, leave the area.
- Step 4. If you know the source of the water and are confident in your ability to stop it, do so cautiously.
- Step 5. Take only steps needed to avoid or reduce immediate water damage.
- Step 6. If the facility must be evacuated, follow Facility Evacuation Procedures.

N. **Earthquake Procedures**

WHEN SHAKING OCCURS

- Step 1. If indoors, drop, cover, and hold. Protect yourself from falling objects such as light fixtures, books, and shelves.
- Step 2. Stay away from windows. Do not stand in doorway.
- Step 3. If possible, get under a desk or table.
- Step 4. During the shaking do not run for exits or attempt to leave the facility. Do not use elevators.
- Step 5. If outside, move away from structures, power lines, or other hazards.

WHEN SHAKING STOPS

- Step 1. Check for injuries to people in your area. Do not attempt to move seriously injured persons unless they are in immediate danger.
- Step 2. Check the area for safety hazards such as facility damage, fire, or gas leak.
- Step 3. Evacuate the facility following the Facility Evacuation Procedures.
- Step 4. **Call 911** to report serious injuries or other immediate emergencies.
- Step 5. Once you have exited the facility, do not reenter until the "all clear" has been given by First Responders.

O. **Terrorists Events**

It is difficult to know with certainty in what form a terrorist event will take place. It could be an obvious event involving an explosion and release of hazardous materials, or it could involve a covert method, such as mailing letters or packages containing hazardous material.

The following are guidelines for generic suspicious activities that should be reported:

- Anonymous tips, phone calls, or notes indicating threatening events.
- People watching officials or offices.
- Unidentified or unattended packages.
- Requests for plans, blueprints, or specifications for facilities by people who have no reason for this information.
- People in places where they do not belong.
- Packages or heavy mail which has a peculiar odor or appearance.
- Confrontations with angry, aggressively belligerent or threatening persons.
- Extremely threatening or violent behavior by co-workers who indicate they may resort to revenge or more violence.

P. **Hazardous Material/Chemical Spill Procedures**

- Step 1. Remain calm and alert others. If hazardous materials or toxic chemicals come in contact with your skin, immediately flush the affected area with clean water.
- Step 2. **Call 911**, or have someone call for you. Do not call the Haz-Mat unit directly; the First Responder will make that determination.
- Step 3. If you are contaminated, do not leave the area or let others in. If possible, do what you can to contain the spill without endangering yourself.
- Step 4. Wait for instructions from First Responders.

Q. **After Hours Emergency Procedures**

There is significant chance an emergency may occur outside normal business hours. While the structure of this plan remains precisely the same, its implementation may vary depending upon available resources and manpower until proper officials can be notified.

- Step 1. An updated phone contact list of Court Facility Administrators should be provided to the alarm company (if applicable), local police, sheriff's, and fire departments.
- Step 2. Court Facility Administrators should respond to the facility as soon as possible to assess the situation and determine course of action.

APPENDIX G:

Continuity of Operations Plan

CONTINUITY OF OPERATIONS PLAN

FOR THE

[INSERT COURT NAME]

[INSERT DATE]

*SAMPLE COOP PLAN***TABLE OF CONTENTS**

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Security Notice

Disclosure of some or all of the information in this Continuity of Operations (COOP) plan could endanger the lives and/or privacy of court employees, and compromise the security of the court's essential equipment, services and systems. Distribution of this plan is limited to those individuals who need to know the information to activate and implement the COOP plan.

The decision to release or to withhold information in this plan must be approved by and coordinated with the Chief Justice/Judge of the *[insert court name]*.

Signature

Title

Date

EXECUTIVE SUMMARY

This Continuity of Operations Plan (Plan) is authorized under the authority of the [*name of the court*] and is one of the preparedness and operations plans (e.g., IT disaster recovery, shelter-in-place, critical incident, evacuation plans) used to prevent, prepare for, respond to, and recover from a disaster.

This Plan encompasses the [*name the court offices that comprise the "parent" court*] and all personnel and operations of those court offices. It presents a management framework to establish operational procedures to sustain each court office and judicial essential functions if normal operations performed at the courthouse(s) or other court related buildings are not feasible. It also guides the recovery and reconstitution of the court's operations to pre-event status, focuses on actions that must be initiated after an incident to ensure continued operations of essential functions, and provides for sustained essential functions operations, which could be 30 days or more. The plan recognizes that full recovery and reconstitution of the court's activities may take weeks or months.

INTRODUCTION

A broad range of disruptive events have, in recent years, affected court operations and staff at the state and federal level. For this reason this court has an increased focus on emergency management, preparedness and response planning, and training.

Although the [*name of court*] is not required to adhere to guidance for federal or state executive branch agencies, such guidance provides a widely recognized, useful and practical foundation for the courts' planning efforts. In particular, Federal Preparedness Circular (FPC) 65 was used as guidance for COOP planning efforts that are relevant within this court.

PURPOSE

The purpose of establishing a COOP plan within this court is to ensure that the capability exists for each court office and the court as a whole to respond effectively to a broad array of potential operational disruptions. The key purposes of this COOP plan are to:

- Ensure continuous performance of essential functions and operations, whether in the courthouse, at an alternate site, by telecommuting, or some other electronic means.
- Protect court facilities, equipment, records, and other assets.
- Reduce or mitigate disruptions to operations.
- Identify and designate principals and staff to serve as the Emergency Response Team (ERT) to be relocated to alternate facilities or assigned to the primary court facility to perform essential functions.
- Train and cross-train all key personnel responsible for the execution of this plan.

APPLICABILITY AND SCOPE

The plan applies to all court operations and personnel in the [insert court name] and is designed to help court offices respond to any threat, disaster, or emergency that may affect court operations. A broad array of disruption or emergencies may occur within or near the [court name] as a result of natural hazards, human-induced hazards or terrorism incidents such as those listed in Figure1.

Figure 1: Potential Threats That May Require an Emergency Management Response

Natural Threats	Manmade Threats	Terrorist Threats
✓ Pandemic flu	✓ Explosions	✓ Conventional weapons
✓ Hurricanes	✓ Hazardous materials	✓ Incendiary devices
✓ Floods	✓ Transportation accidents or incidents	✓ Biological and chemical devices
✓ Fire	✓ Arson	✓ Cyber-terrorism
✓ Tornadoes	✓ Assaults/acts of violence	✓ Weapons of mass destruction
✓ Ice storms	✓ Power grid failure	

HOW TO USE THIS PLAN

Appendix A is organized into two sections:

- **Section 1:** COOP Plan Implementation
- **Section 2:** COOP Plan Templates Overview

This appendix also underscores the importance of a robust and defined training program, for without it, there is no assurance the COOP plan is viable

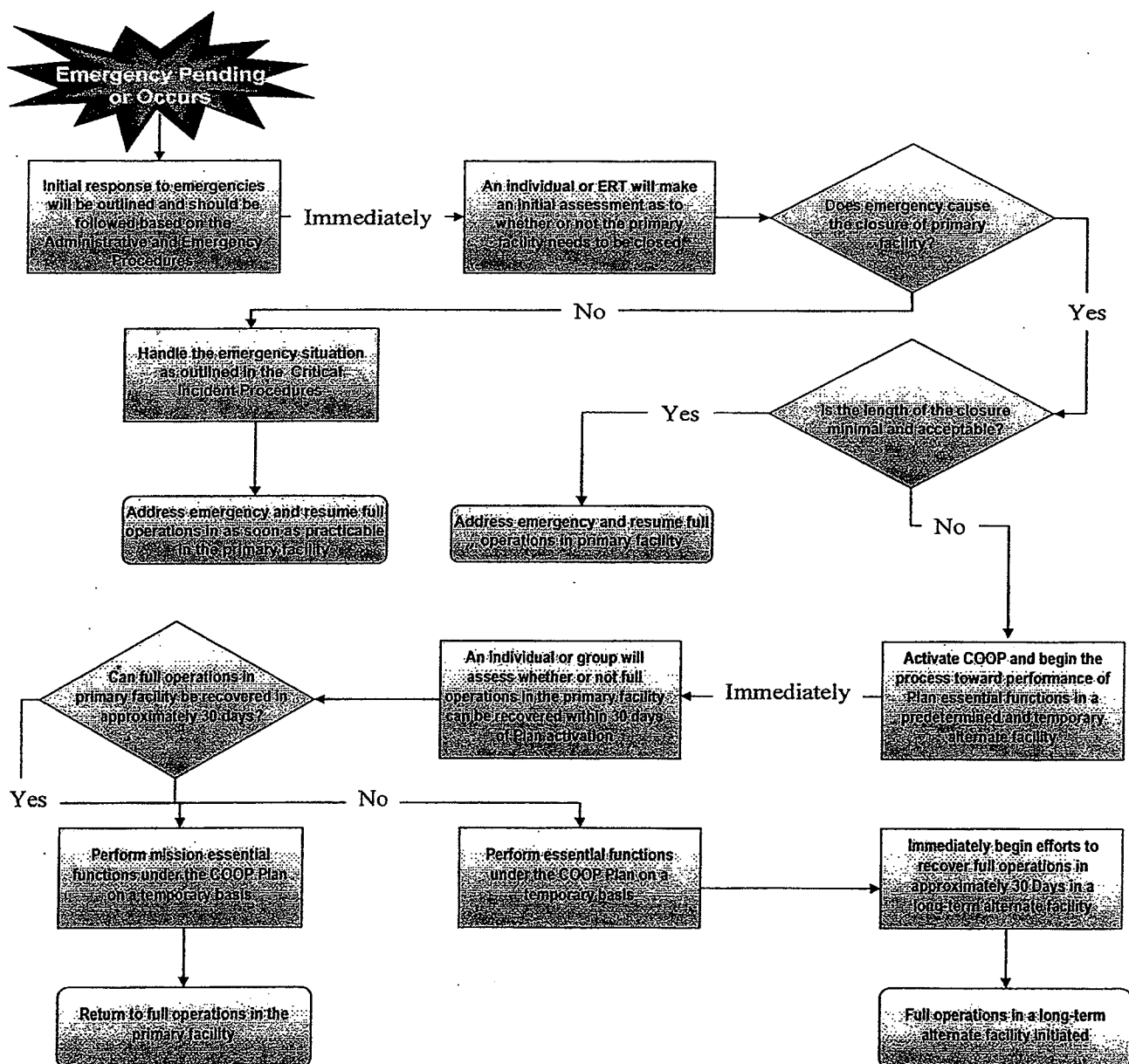
Appendix B contains the blank COOP plan templates for the court as a whole and each court office covered by this plan.

Accompanying appendices offer references such as a glossary, checklists, maps to alternate sites, memoranda of understanding, draft orders and scripted messages.

SECTION 1 - COOP PLAN IMPLEMENTATION (CONCEPT OF OPERATIONS)

This section provides an overview of the framework to implement the COOP Plan. It includes high-level information particular to [court name] operations and the essential functions of each court office required to be performed in a disaster or other disruption. It also provides the framework and decision process for how the court will implement the plan and how it will address each of the 11 COOP Plan elements. Figure 2 graphically illustrates the COOP Plan activation decision and response process.

Figure 2: Sample Decision and Response Flow Chart*



*Courtesy Florida Supreme Court Workgroup on Emergency Preparedness.

Decision Process

A sudden emergency, such as an explosion, fire, act of violence, or prisoner incident, may require the evacuation of a courthouse with little or no advance notice. Courthouse evacuation and response to other critical incidents will be accomplished in accordance with existing critical incident, evacuation, and other emergency procedures for the building.

The COOP is not an evacuation plan; rather, it is a deliberate and pre-planned movement of designated staff (Emergency Response Team) to an alternate site. In the event of a pandemic, only the Emergency Response Team likely will remain in the court facility to ensure delivery of essential functions. The outline that follows provides an overview of the sequence of events for the *[insert court]* COOP plan activation and execution.

An Emergency Response Team (ERT), comprised of *[insert name of positions e.g., the chief justice/judge and court leadership]* serves as the leadership group. This team is comprised of an Advance Team responsible for preparing and maintaining the alternate site(s) for the arrival of the leadership group and the Essential Functions Team. The Essential Functions Team is responsible for the performance of the prioritized essential functions identified in this plan.

Court Emergency Response Team

Team	Team Members	Responsibilities
Advance	[enter names/position/court office]	<ul style="list-style-type: none"> Initiate alert and notification system Deploy to alternate site Set-up IT and communications at alternate site
Leadership	[enter name and title]	<ul style="list-style-type: none"> Make decisions
Essential Functions	[enter name/position/court office]	<ul style="list-style-type: none"> Perform prioritized essential functions by court office

Emergency Team Roster

Court Office/ Chambers	Position	Person	Alternate	Contact Numbers Home/office/ cell/alternate	Email/home and office

Following an incident so severe that the courthouse [courthouse location] is rendered unusable or inaccessible, or if such an event appears imminent, the [insert name of position e.g., chief justice/judge] will direct the [insert name of court executive position e.g., court administrator] to activate the COOP Plan. The [insert name of position e.g., court administrator] will notify the [insert name of position e.g., court administrator] in each court office that the plan is to be executed.

Following a decision to activate the court COOP plan, the [insert name of position of court executive] and designee will ensure that all judges and office managers are notified, and that office managers execute their respective internal alert and notification plans. Simultaneously the [insert name e.g., justices'/judges'] chambers will execute their internal alert and notification plans.

The [insert name of court executive] has the responsibility for the [insert court name] COOP Plan execution which includes:

- Phase I—Activation and Relocation
- Phase II—Alternate Site Operations
- Phase III—Recovery and Reconstitution

Based on alternate site capacity, it is unlikely that all judicial officers and the Emergency Response Team will move to the same relocation site. Some [justices/judges] and court personnel may be relocated to multiple alternate sites or they may perform the functions from home.

Court personnel who are not part of the Emergency Response Team may be directed to remain at home pending further instructions.

Planning Assumptions

This plan assumes four basic scenarios that may cause a disruption of normal court operations. Examples of these scenarios are contained in Figure 3. The scenarios are:

- Courthouse only is affected
- Courthouse and immediate vicinity are affected
- Geographic region is affected
- Pandemic Influenza

Figure 3: Examples of Planning Scenarios

Scenario	Circumstances
Courthouse Only	Building fire
Courthouse and Immediate Vicinity	Gas main explosion that affects areas near and around the court facility
Geographic Region	Heavy regional floods
Pandemic Influenza	State-wide impact (world-wide)

Building on these planning scenarios, the plan incorporates the following assumptions:

- The worst-case scenario is the loss of access to *[insert court location]*.
- Supreme Court, Courts of Appeal, and the Trial Court COOP Plans will be coordinated if the courts are co-located in one alternate site.
- The Emergency Response Team will be available to provide leadership, and continue court office essential functions.
- The sheriff's office will provide security to the judges, staff, and court facilities.
- Once relocated to an alternate site(s), judges will adjust their dockets to assume matters from others who may not have survived or are unavailable.
- Activation of the COOP plan may be required at any time e.g., business hours or non-business hours. Following activation, the Emergency Response Team members may be required to travel from their home or other non-duty location(s) directly to an alternate site.
- Some or all information and communications systems may be degraded or unavailable
- COOP activation does not affect the pay or benefits of court personnel.

COOP Plan Phases

Phase I - Activation

The COOP plan is activated by a significant event or by the receipt of information regarding a credible threat that jeopardizes the safe and continuous operations of the court and/or the court's ability to continue to perform essential functions at the primary facility. The extent to which activation will be possible depends on the warning received, whether personnel are at the court or another location, and the extent of damage to the affected court facility and surrounding areas.

The following positions, in order of priority, are each authorized to direct responses to emergencies including evacuation (partial or total), and closing of court operations: *[insert names of positions e.g., Chief Justice/Judge, court administrator, clerk of court, sheriff, building manager.]*

- Chief Justice/judge
- Court Administrator
- Sheriff
- Building manager

The positions listed above are referred collectively as the "Leadership Group." They will report to *[insert pre-designated location]* as they learn of an emergency which may require any evacuation or activation of the COOP plan. The team should first report to *[insert*

location]; if that site is unavailable the second location is [*insert location*]; and the third location is [*insert location*].

If the disruption or crisis event occurs during office hours and the COOP plan is activated, all court personnel will be alerted and notified by [*insert position/IT system*], and the Emergency Response Team will be directed by the [*court executive*] to relocate immediately to an alternate site. Non-essential personnel may be directed to go home or move to other designated location(s) to await further instructions. Each court manager must account for personnel within his/her court office.

If the event occurs during non-office hours, most court personnel will be located at home, which also requires alert, notification, and accountability procedures.

The [*court leader*] is responsible for communicating with staff so they know what to do, where to go, and what to expect. Emergency notification may be communicated through a variety of means including:

- Public announcement system
- Court website(s) [www.]
- Electronic mail (email)
- Recorded telephone messages [telephone #]
- Public [1 -800 -xxx-xxxx]
- Announcements on local radio and television outlets.
- During an emergency, the [*court leaders*] will continue to keep court personnel and the public informed on specific topics using a variety of the mechanisms.

Initial Actions Following Emergency Notification are as follows:

- [*Court leader*] verifies the availability of a selected alternate site, and notifies the host site to expect the arrival of the Emergency Response Team.
- The team ensures that Go Kits are accessible, complete, (pre-positioned when possible) with current documents, supplies, and equipment.
- The team gathers documents required for the performance of essential functions, including checklists.
- Personnel and the IT team coordinate the immediate transfer of the most recent version of essential documents, databases to online system(s) to be accessed from the alternate sites. Essential files may also be transferred to removable storage media (flash drive, CDs) or transported in hardcopy.
- Each court office secures the vacated work areas in the main court facility if possible.
- The sheriff should take appropriate measures to ensure security of staff, courthouses, and equipment or records remaining in the courthouse.
- If a trial is in progress during an emergency, it may be necessary to relocate all individuals, including the jury.

The [Court] COOP plan has [list number of facilities] relocation sites from which essential court operations may be conducted. Because space and support capabilities at these sites are limited, the number of personnel to be relocated must be restricted to the Emergency Response Team. Some personnel may move to another site to continue to support essential functions, while others may be asked to work from home. As the crisis situation stabilizes, additional essential functions and personnel to support them will be acquired.

The order in which the Emergency Response Team will relocate to an alternate site is as follows:

- Advance Team
- Leadership Group
- Essential Function Team

Phase II – Alternate Site Operations

Upon arrival at the relocation site, the [name position] will evaluate the capabilities and take appropriate action to correct deficiencies and prepare the facility/facilities for the arrival of leadership and the essential functions team. The [name position] disseminates administrative and logistics information to arriving court members, who will then move to designated spaces and commence essential operations. As appropriate, court members begin to retrieve pre-positioned information and data and activate information, data systems, and equipment.

During COOP plan activation, it is expected that the working hours of the Emergency Response Team most will be similar to normal non-emergency periods. Some support operations may be required on a 24-hour-per-day, seven-day-per-week basis and work schedules will be adjusted accordingly.

The performance of essential functions is the key focus for operations at the alternate site. It is important to establish priorities prior to an emergency to enable the Essential Functions Team to perform essential functions. To make certain that essential functions continue as soon as possible, each court office has identified and prioritized the essential functions, and designated those who will perform the functions. Tasks deemed not essential will be deferred until normal operations are feasible. Resource and staffing requirements, critical data, and systems necessary for conducting the essential functions were identified and integrated so that essential functions can be performed seamlessly.

Phase III – Recovery/Reconstitution

Depending on the nature of the emergency or disaster, there may be loss of life and/or destruction of physical property, and it may be necessary to rebuild or reconstitute the court. The options include:

- Continue to operate from the current alternate site(s)
- Begin an orderly phased return to the [courthouse] and pre-event status

- Begin to establish a reconstituted court at another location in [courthouse location]

A recovery and reconstitution procedure commences when the [name position] confirms that the emergency has ended and is unlikely to recur. It is the responsibility of the [name position] to ensure coordination of recovery and reconstitution decisions with appropriate state and local authorities.

SECTION 2 - COOP PLAN TEMPLATES

This section provides a description of operational actions for activation and recovery activities. The templates form the completed COOP Plan that provides a combination of detailed and operational information critical to the successful implementation of the Plan.

COOP Plan Elements

1. Alert and Notification

This Element sets forth policies and procedures for the formal emergency notification to employees through a system or variety of systems that an incident may or has occurred. The alert and notification system also provides response directions to employees and external stakeholders regarding acquisition of future information. The systems may include, but are not limited to, an organization's emergency telephone notification system; public announcement system; broadcast email; automated telephone messaging; call trees; in person contacts; or use of contracted alert and notification services.

2. Essential Functions

Essential functions are those court functions that, if not performed, would result in failure of the court or court unit's mission. When considering which functions are essential, they should be prioritized according to their impact on life, death, and freedom (vis-à-vis detention), and those that are required to maintain civil authority and public safety. Each court office/department should identify and prioritize its essential functions, and essential functions team including alternates.

3. Order of Succession

Order of succession ensures a seamless court command structure so that all internal and external stakeholders always know who is in charge. While Order of Succession and delegations of authority are often closely linked and are considered vital records of the court because they identify the leadership or 'next-in-command' structure, and provide for specific authorities, they do not serve duplicate purposes and should be treated separately. For example, the successors, who most often are in decision making positions and effect policy, may not be the same person delegated authority to address administrative matters such as payroll or procurement. Orders of Succession

should be written and are in effect only until the primary command structure is resumed.

4. Delegations of Authority

Ensures seamless transfer of leadership decision-making, administrative approval, and procurement powers and are limited to the period of COOP Plan activation. To facilitate an immediate response to an emergency situation, the courts should pre-delegate authority for making administrative decisions at all organizational levels, but particularly at the procurement and human resource levels. Delegations should be written and be effective only until the primary authority is resumed.

5. Alternate Facilities

With the exception of a pandemic, essential court functions may be relocated to pre-screened and pre-approved alternate facilities because the primary facility is unavailable. Where necessary, memoranda of understanding should be executed with the alternate site managers and updated annually.

6. Communications

Notification of COOP Plan activation must be conveyed to external agencies, e.g., the public, bar, state, local and federal authorities. Internal communications involve notifying employees that activation of the COOP Plan occurred. Procedures must be established to gather and verify information (situational awareness) to ensure that judicial officers and court leadership have credible information on which to base decisions. A designated person(s) should be assigned to disseminate information to employees and external constituents to ensure the continuity of message.

7. Interoperable Communications

The ability to communicate with internal (court personnel) and external stakeholders (e.g., law enforcement, first responders, emergency management agencies) is imperative. Multiple and redundant technologies should be employed when possible because communications failures are inevitable in a disaster.

8. Vital Records, Databases, and Information Systems

The protection and availability of vital records, databases, and information systems such as orders of succession, delegations of authority, financial, budget, personnel, case files, and property and procurement records required to support the court's essential functions.

9. Human Capital

This Element addresses the plans and procedures that apply to court staff who are not directly involved with emergency response teams or operations particularly at an alternate facility. It also addresses available crisis management services and any court sponsored network of services for employees and their families.

10. Devolution

Element 10 ensures that the capability exists to transfer authority and responsibility for essential functions from a specific court office and primary work locations to other court personnel in another court or at an alternate facility to sustain that court office's operational capability for an extended period of time if the primary office and/or personnel are unavailable or incapacitated.

11. Recovery/Reconstitution

The element lists the steps to return operations to pre-event status. This may include a phased activation of HVAC systems, voice and data systems, mail services, personnel, and operational and administrative activities.

Training

Training encompasses tests of plans and emergency operating procedures, simulated and scenario based exercises to rehearse the response plans, and training and education of all staff and the ERT. Training, testing and exercising COOP plan capabilities are necessary activities to identify gaps, improve the ability of the court to execute its essential functions, train all personnel to create a culture of preparedness, and rehearse plan activation through simulated disaster exercises.

Training

To maintain a viable COOP plan, court staff will be trained to perform designated essential functions at an acceptable level of proficiency, particularly if the essential function is not the person's primary, routine function. Proficiency in COOP plan activities is achieved by selecting and training key individuals; then by training the group that will be involved in COOP plan activation; and finally, by training the court as a whole. Training and educating the entire staff about response plans and precautionary activities such as those that relate to security and a pandemic are important and help create a culture of preparedness. The training portion of the program includes:

- An emergency preparedness (including a pandemic) and COOP plan awareness workshop for all court staff
- A COOP plan senior leadership orientation

- A comprehensive readiness program to ensure the preparedness of court personnel assigned to carry out essential functions during COOP plan activation.

Tests

The court will conduct regularly scheduled testing of the court's plans and procedures, equipment and information systems that will support the essential functions during COOP plan activation to identify and correct gaps and weaknesses. The testing portion of the program provides the following:

- Quarterly evaluations of "alert systems," including instructions for relocation to pre-designated facilities, with and without warning, and during business and non-business hours.
- Evaluations of the court's ability to access vital records, information systems, and the data management software and equipment necessary to perform essential functions.
- Evaluations of Alert and Notification and communication systems.
- Evaluations of the support services at the alternate site (e.g., water, electrical power, IT infrastructure, and HVAC) at the alternate facility(s).

Exercises

Exercises are a variety of simulated disasters designed to keep the COOP plan viable and to improve the ability of court staff to execute the plan. The exercise portion of the TT&E program includes:

- Bi-annual activation of the COOP plan requiring notification and verbal walk-through of the activation procedures
- Annual activation of the court COOP plan for physical relocation to an alternate facility
- Annual tabletop exercises for the court staff which also may include select external stakeholders

Multi-Year Strategic Plan

This long range plan is designed to ensure that adequate resources (e.g., people and equipment) necessary to build and strengthen essential functions capabilities are identified and obtained. The plan also sets forth the annual COOP plan maintenance schedule to ensure the plan remains viable. Figure 4 sets forth the maintenance schedule.

Figure 4: COOP Maintenance Schedule

Action	Cost	Tasks	Responsible Position	Frequency
Update and certify the Plan		<ul style="list-style-type: none"> • Review entire plan for accuracy • Incorporate lessons learned from real-life activations of the plan and from testing and exercises • Incorporate changes in policy and philosophy • Manage distribution 	[Name/ Position responsible]	Annually
Maintain and update Orders of Succession and Delegations of Authority		<ul style="list-style-type: none"> • Obtain current incumbents • Update rosters and contact information 	[Name/ Position]	Semi-Annually
Revise checklists and contact information for Emergency Relocation Team members		<ul style="list-style-type: none"> • Update and revise checklists • Confirm/update information for members of the Emergency Relocation Team 	All Court Offices	Annually
Appoint new members to the Emergency Relocation Team		<ul style="list-style-type: none"> • Train new members on their responsibilities • Integrate new members into team training 	[Name/ Position]	As needed
Maintain alternate facility readiness		<ul style="list-style-type: none"> • Check all systems • Verify accessibility • Cycle supplies and equipment, as necessary 	[Name/ Position]	Monthly
Monitor and maintain vital records management program		<ul style="list-style-type: none"> • Monitor volume of materials • Assist court staff with updating/removing files 	All Court Offices	Ongoing
Train new court staff		<ul style="list-style-type: none"> • Include in new employee orientation 	[Name Position]	Within 30 days of appointment
Orient new policy officials and senior leadership		<ul style="list-style-type: none"> • Brief officials on existence and concepts of the COOP plan • Brief officials on their responsibilities under the COOP plan 	[Name Position]	Within 30 days of appointment
Plan and conduct exercises		<ul style="list-style-type: none"> • Conduct internal COOP exercises • Conduct joint exercises with other courts • Conduct joint exercises with judges and staff 	[Name Position]	Semi-annually As needed

COOP Plan Templates

1. Alert and Notification

This template identifies the specific means to alert and notify staff that a crisis or disaster is about to occur, or has occurred, and that the COOP plan was activated.

Name the person(s), and their position, responsible for initiating the alert and notification process and the processes used. (Note: this could be a public information officer or information technology officer, upon direction from the chief justice, coordinating the activation of an automatic or electronic messaging system.) Pre-scripted messages are helpful in crisis situations because they disseminate the same information and directions to all staff.

One person should be responsible for the alert and notification activities to ensure consistency of information. Messages should provide information about the event and instructions to staff and the response teams. Electronic alert and notification systems should be coordinated with the IT staff. If call trees are used, provide detailed information about who initiates the call, the cascade order, and contact information. Similarly, if a combination of methods is used, check that box and describe the combination system in a brief narrative.

One template may be completed for the overall plan if there is only one Alert and Notification system for the entire court (all court offices). If each court office has a separate system, a template should be completed by each office and incorporated into the overall plan.

Template 1 Sample
Court Office: Family Court

Person/ Position Responsible	Alternate Responsible Persons/ Position	Telephone Messaging/ Office	Telephone Messaging/ Remote Phone Numbers	Email Broadcast/ Office	Email Broadcast/ Remote Addresses	Call Tree	Combination
John Jones, Automation Specialist	Mary Smith, automation specialist	X	X	X	X		X
Name Each court office supervisor	Name Supervisor designees					X	X

2. Essential Functions

Essential functions are those tasks, functions or activities that, if not performed, would result in the court failing to meet its legal and constitution requirements. Each court office completes an essential function template. For a pandemic, sufficient alternates should be identified and trained to perform the essential functions and entered into the template because of anticipated high absenteeism (perhaps 40% over 18-24 months).

Each court office should decide how soon after COOP plan activation (also known as recovery time objective) each prioritized essential functions should be available. Essential functions must be ranked according to their priority so the Emergency Response Team knows how to prioritize response efforts. For example, the court offices could categorize essential functions according to priority levels with recovery time objectives that are practical for each court's unique situation: For example, those functions classified as one, may be those that impact life, death, safety, and freedom. The chart below illustrates five priority levels:

Priority	Recovery Time Objective
1	0 - 24 hours
2	24 - 48 hours
3	3 - 5 days
4	5 - 30 days
5	Indefinite

**Template 2 Sample
Essential Functions
Court Office: Family Court**

Priority	Recovery Time Objective	Essential Function	Location 1	Location 2	Location 3
1	24 hours	Hearings - Includes Preliminary Exams/Arraignments/ Detention Hearings	Courthouse B	Courthouse C	Law School
2	48 hours	Mail Services	same	same	same
3	5 days	Authorize and process bench warrants	same	same	same

**Template 2 Sample
Essential Functions Team
Court Office: Family Court**

Essential Function	Primary	Alternate 1	Alternate 2	Alternate 3
Hearings - Includes Preliminary Exams/Arraignments/ Detention Hearings	Mary Jones Family Court Title/Position Contact Info	John Smith Family Court Title/Position Contact Info		
Mail Services				
Authorize and process bench warrants				

3. Order of Succession

Each court unit completes this template to ensure a continuous leadership structure. Orders of Succession should be deep enough to respond to the impact of a pandemic where high absenteeism and mortality rates are expected. The order should be written and revert to the original leadership when conditions return to the pre-event status. When feasible, court offices and judicial officers should consider successors located in other geographical areas to avoid successors being affected by the same disastrous event.

**Template 3 Sample
Order of Succession
Court Office: Clerk's Office**

Primary contact	Contact information	Alternate1 contact	Alternate1 contact information	Alternate2 Contact	Alternate2 Contact information
A.B. See, Clerk of Court	Cell: Office: Home: Out of Area:	X.Y. Zee, Deputy Clerk of Court	Cell: Office: Home: Out of Area:	Elameno Pea, Budget Director	Cell: Office: Home: Out of Area:

4. Delegations of Authority

Each court office completes this template to ensure administrative matters are accomplished seamlessly. Delegations should be deep enough to respond to a pandemic. Contact information should include cell phone, home phone, contact information outside the area, home email, and work email and phone information. Delegations should be written and revert to the original designee as soon as possible following the event.

**Template 4 Sample
Delegations of Authority
Court Office: Clerk's Office**

Delegated Authority (function)	Primary/contact information	Alternate/contact information	Alternate/contact information
Payroll certification	A.B. Jones, Payroll clerk Home: 555-1212 Cell: 555-1234 Alt#: 555-1235 Email: primary and secondary	C.D. Smith, assistant payroll clerk Home: 555-1111 Cell: 555-2222 Alt#: 555-3333 Email: primary and secondary	E.F. Miller, Budget Analyst Home: 555-1235 Cell: 555-3333 Alt#: 555-3444- Email: primary and secondary
New Emergency Case Filing			
Funds Disbursement			

5. Alternate Site(s)

At least three alternate sites should be identified. When possible, two of the sites should be located outside the geographical area of the primary facility. The court should develop a list of criteria required for suitable alternate sites (see Tables 1 and 2 in Appendix C), and identify the location and logistics of each. Maps to each site should be provided to the Emergency Response Team, and where required, Memoranda of Understanding (MOUs) should be executed and remain current.

**Template 5 Sample
Alternate Sites
Court Office: Court of Appeals/Trial Court**

Priority	Essential Functions	Primary Operating Site	Scenario I: Building Only	Scenario II: Local Area	Scenario III: Regional Area
Court of Appeals					
1	Emergency appeals	Courthouse 1	Courthouse 2	Law School	Law School
1	Detention order appeals (Juvenile/Adult)	Courthouse 1	Courthouse 2	Law School	Law School
1	Motions to Stay (resuscitation; transfusions)	Courthouse 1	Courthouse 2	Law School	Law School
1	Appeal from commitment orders	Courthouse 1	Courthouse 2	Law School	Law School
Trial Court Essential Functions					
1	Hearings - Includes Preliminary Exams/Arraignments; Detention Hearings. Needs to include court room clerks, interpreters, and staffing.	Courthouse	Sheriff's Office	Federal Court	Law School
1	Communications with sheriff's office and law enforcement agencies	Courthouse			
Trial Court Essential Functions					
1	Maintain Internal and External Communications (judges, staff, administrative office, other agencies and courts; and public, media, local, state, and federal partners)	Courthouse			
1	Temporary emergency shelter	Courthouse	Leased space		Law Schools
1	Juvenile intake/conduct interviews/investigation				

6. Communications

The overall purpose of the communications and public information effort is twofold: (1) to provide consistent, timely, accurate, and easy-to-understand information to employees, lawyers and litigants, building tenants, other courts and external agencies, and to the general public during an emergency; and (2) to gather, analyze, and disseminate event information to the court's decision makers. Communications objectives are to achieve the following:

- Provide up-to-date information about the impact of the disaster or emergency on court operations
- Provide current information on revised or amended court processes and procedures
- Instill confidence that the courts will continue to function
- Inform the public on the execution of the court's activities
- Respond to unsubstantiated rumors with accurate information

A single point-of-contact should be designated to disseminate information to the Emergency Response Team, all employees, the media, public, and external stakeholders. The following templates may be used to capture internal, media, and external contact information.

**Template 6 Sample
Court Contact List**

Department	Contact	Emergency Number
- Media Contact		
- Telecommunications/IT		
- Jury Office		

**Template 6 Sample
Media Contact List**

Medium	Telephone	Other Contact Info
Radio		
Television		
Newspapers		

**Template 6 Sample
External Communications Contact List**

Audience	Name/Title	Telephone Number
City Local Level		
• Police Department		
• Fire Department		
• Emergency Management Agency		
• Department of Public Safety		
• Public Defender Service		
• Prosecutors Office		
• Health Department		

The following template may be used to provide staff with resources available to obtain information during an emergency, disaster, or disruption.

Template 6 Sample
Communications Options for Court Staff

Target Audience	Warning/Notification of Initial incident	Resumption of services/ directions for accessing them
The Public	Media (local – TV and radio) Court Web Site: Radio /TV News Public Address System	Media (local - TV and radio) Court Web Site:
Judicial Officers and Court Employees	Court Web Site Email Broadcast Internal Contact List Media Cell Phones Satellite Phone Nextel-type Phone/Radios PDA Court Emergency Information Line (e.g., 1-800 number)	Court Web Site Internal Contact List Media Cell Phones Court Information Line

7. Interoperable Communications

During an emergency and the activation of the COOP plan, communications with external agencies and stakeholders will be necessary but may not be available through regular means. Redundancy of communications equipment is essential. Therefore, it is imperative that communications devices be interoperable and redundant, internally as well as externally, pre-programmed with the phone numbers of key internal and external contacts, and that back-up interoperable systems are available. Members of the Emergency Response Team must know how to use the devices and store them away from the court facility. This template provides the court with a means to list each device, to whom it is assigned, and with whom it is compatible.

Template 7 Sample
Interoperable Communication Devices

Device	Assigned To	Location of Device	Agency Compatible
Satellite phone #12345	Judge 1	Judge's home	Police, Fire, Rescue
Blackberry #6789	Judge 1	On person	N/A

8. Vital Records, Databases, and Information Systems

The court should take steps to secure and to ensure access to authorized persons of vital records, databases, and information systems including, but not limited to:

- Emergency Operating Records - COOP Plans and procedures for response teams
- Legal and Financial Records - personnel, payroll, contact, and vendor lists
- Classified or sensitive data necessary to perform essential functions and activities and reconstitute operations

This template should capture all information about each court office's vital records, databases, and information systems, and it should be integrated with the IT department's disaster recovery plan.

Template 8 Sample
Vital Records/Critical Systems/Databases
Court Office: Family Court

Office	Document Name	Document Description	Supporting Application and/or Information System	Medium	Storage Location	Medium of Backup	Storage Location of Backup	Frequency of Backup
Family Court	Intake Form 1	New case activation	CA-Sys	Server X	Courthouse	Relay/disc	Bank vault	Nightly

9. Human Capital (No Template)

List and describe in narrative form personnel policies and procedures that impact the emergency response team as well as non-essential personnel (e.g., compensation) and how personnel information will be conveyed to staff before and during an emergency. Also provide information about employee assistance programs available in the wake of a disaster and any response team support networks.

To reduce the conflict between family and emergency response team roles and responsibilities, the court might consider developing a support network for response team families. The emergency response team members should also be encouraged to develop a family support plan. Programs should also be in place to help staff return to the court following a disruption.

10. Devolution

Devolution is the process to ensure the capability exists to transfer authority and responsibility for essential functions from one court office to another (or one chambers to another) in the event the primary office/chambers is unavailable. In this section, describe the process and procedures of how and to whom each court office/judicial officer essential functions will devolve. As soon as a catastrophic event renders court facilities and personnel

incapacitated, the devolution plan should address the essential functions that must automatically be transferred to a pre-determined office or chambers.

If a court office or chambers operations are not feasible because of the loss of personnel, temporary leadership of the court office or chambers should be passed to a pre-designated court office or chambers. The devolution office and personnel must be capable of supporting all the COOP essential functions and activities of the devolving court office.

Template 10 Sample
Court Office: All

Primary Office	Devolution Office
Clerk's Office/Criminal Division	Clerk's Office/Civil Division
Juvenile Court	Adult Court
Chambers 'A'	Chambers 'B'

11. Recovery/Reconstitution (No Template)

Identify in narrative form the procedures to resume operations and administration to pre-event status such as:

- IT Systems
- Voice and Data Communications
- Business Operations
- Mail Service
- Personnel

In this section the court creates a plan to transition from COOP to pre-event status after the threat or disruption subsides or ends. Where relocation to an alternate(s) was necessary, the procedures should ensure a smooth transition from the relocation site to the original or new court facility.

APPENDIX H:

Court Incident Report



Arkansas Court Security Incident Report

Administrative Office of the Courts
625 Marshall Street, Little Rock, AR 72201
Fax (501) 682-9410

Submit by Email

Form must be submitted not later than the 3rd business day after the date the incident occurred.

This form is for administrative purposes only. If law enforcement attention is needed, contact the local police or sheriff's department.

1. Information of Person Completing Form:

Last First Area Code and Phone
Title Email

2. Type of Court: ☐ District ☐ County ☐ Appellate
☐ Not related to a particular court type

Name of Court or
Courthouse/Court Building: _____

3. County: _____

4. Incident Date: _____ Time: _____ ☐ AM ☐ PM

5. Type of Incident:

- ☐ Physical assault ☐ Disorderly behavior
☐ Bomb threat ☐ Hostage situation
☐ Threat
Type of threat: ☐ Verbal ☐ Written
Threat against: ☐ Judge, judicial officer, or court staff
☐ Attorneys, witnesses, or jurors
☐ Other: _____

Prisoner escape attempt

- ☐ Attempt to bring a weapon into the courtroom or court building
☐ Other: _____

6. Location of Incident:

- ☐ Courtroom of: ☐ Judge
☐ Other judicial officer (associate judge, magistrate, etc.)
☐ Chambers of: ☐ Judge
☐ Other judicial officer (associate judge, magistrate, etc.)
☐ Staff offices of: ☐ Judge
☐ Other judicial officer (associate judge, magistrate, etc.)
☐ Clerk's office
☐ Holding area
☐ Parking lot
☐ Public area of courthouse/court building (lobby, hallway, etc.)
☐ Other: _____

7. Was a weapon involved?

- ☐ No ☐ Yes, identify all weapons involved:
☐ Gun ☐ Knife ☐ Blunt object
☐ Other: _____

Was anyone injured?

- ☐ No ☐ Yes, type of injury: _____

If yes, was medical attention rendered? ☐ No ☐ Yes

9. Who was the perpetrator in the incident?

Name: _____

- ☐ Criminal defendant/juvenile respondent
☐ Plaintiff/non-criminal defendant/respondent/petitioner
☐ Family member/friend of party in the case
☐ Member of public (unknown relation to any case)
☐ Other: _____

Was this individual charged as result of the incident?

- ☐ No ☐ Yes ☐ Pending

10. Was the incident reported to law enforcement?

- ☐ No
☐ Yes, name of agency: _____

11. Was this incident related to a particular case within the court?

- ☐ Criminal ☐ Civil ☐ Mental Health ☐ Not related to a particular case
☐ Family ☐ Probate ☐ Juvenile

Case Number: _____

Style: _____

12. Description of Incident: (Use separate sheet if necessary)

APPENDIX I:

Drive-away Kits

Drive –Away Kits

Examples of drive-away kit items are:

- Frequently updated paper and electronic files and databases;
- Reference materials such as the COOP plan, contact lists, and maps and directions to the alternate facility;
- Equipment such as interoperable communications devices;
- Supplies such as electronic storage media;
- Personal items such as medication, special dietary items, and a change of clothing; and,
- Personal items for use during a pandemic such as hand sanitizer, disinfecting wipes, masks, reusable gloves, disposable gloves, eye guards, liquid hand soap.

Example Chart
Drive-Away Kits Contents and Maintenance

Item	For Organizational Unit	Location	Quantity	Maintenance Performed By	Maintenance Date
Communications Equipment					
Computer Equipment					
State/local Statutes and Executive Orders					
COOP Checklists					
Contact Lists					
Memoranda of Agreement					
Vendor Numbers/ Contract Numbers					
Maps to Alternate Facility					